



## INSURANCE REPAIR CHECKLIST

Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

For all insurance repairs, the **endorsed** check (with account number included) and required documents must be mailed to Cadillac Financial at the following address:

**Attn: Insurance Repair Department  
P.O. Box 736312  
Dallas, TX 75373-6312**

If you're overnighting your check and documents, please send them to:

**3801 S. Collins St.  
Arlington, TX 76014**

Additional insurance repair documents can be faxed to the Insurance Repair Department at 1-877-999-1835 or emailed to [insurance.repair@cadillacfinancial.com](mailto:insurance.repair@cadillacfinancial.com).

Below is a checklist of the required documents for the Insurance Repair process, which includes information about the party who performed the repairs and who will be paid:

**Repairs completed by a repair shop:**

- Complete insurance company estimate
- Repair shop final repair bill (with visible total)
- Repair shop information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

**Repairs completed by a qualified customer, friend or family member:**

- Complete insurance company estimate
- Photos of the vehicle before and after repairs
- Receipts for all purchases (parts, paint, supplies, etc.)
- Itemized list of repairs made with the name, address and phone number of the person repairing the vehicle

**Insurance repair guidelines:**

- Insurance repair checks received without the customer's endorsement will be returned via FedEx® next business day delivery with a letter requesting endorsement prior to processing the insurance repair request.
- All repairs must be completed per the insurance estimate in order for the full amount of the check to be processed.
- Insurance repair funds cannot be applied to satisfy monthly payments on your loan unless all repairs have been completed per the insurance estimate and paid for in full by the customer.

Upon receipt of all required items, Cadillac Financial will process the insurance repair check and send a check to the appropriate party within 72 hours via FedEx next business day delivery.

**Note:** The insurance check may be posted to the principal balance of your loan until the repairs are completed. For lease accounts, funds will be held until repairs are completed or until end of term.

If you have any questions, please contact us at 1-877-2CF-LUXE (1-877-223-5893).

Sincerely,

Concierge Team  
Cadillac Financial

Cadillac Financial P.O. Box 183854, Arlington, TX 76096-3834