

CESAR S. GERARDO

INSURANCE BROKERS, INC.

26120 Eden Landing Road, Suite 5

Hayward, CA 94545

DOI LIC#0D44055

Tel. (650) 342-4308 / Fax (650) 342-4271

www.gerardoinsurance.com

csg@gerardoinsurance.com

DELETING A VEHICLE

To DELETE a vehicle, simply complete this form and return it by fax or email, along with the **required documentation**:

Since your policy requires a filing, either with the Department of Motor Vehicles or with the Public Utilities Commission (or another State/Federal agency), it is necessary that you provide the following documentation in order to delete your vehicle from your insurance policy:

If the vehicle is **SOLD or TRANSFERRED**:

- 1) **Bill of Sale** or similar such as a completed transfer of liability / title, along with the receipt from the DMV proving it's been transferred. You can access the [DMV portal](https://www.dmv.ca.gov/portal/vehicle-registration/titles/title-transfers-and-changes/notice-of-transfer-and-release-of-liability-nrl/?csrt=17473054761739588137) at: <https://www.dmv.ca.gov/portal/vehicle-registration/titles/title-transfers-and-changes/notice-of-transfer-and-release-of-liability-nrl/?csrt=17473054761739588137>

Or if you intend to **KEEP** the Vehicle:

- 1) A copy of the **personal vehicle registration**, not commercial, &
- 2) A copy of the **personal auto insurance policy**, &
- 3) Sign the below statement:

I, certify that I/we no longer use this vehicle commercially. I have registered the car privately, insured it through a personal auto carrier and taken steps to remove the vehicle from my PUC equipment list.

_____ (signature)

Year: _____ Make: _____ VIN # (last six digits): _____

Please DELETE the above vehicle off of my policy, effective: _____/_____/_____

I release my commercial auto insurance carrier from any future liability that may arise from use of this vehicle. I also understand that I may no longer be able to add this vehicle back to my policy.

Company Name

Date

Your Signature

Your Name & Title