



Department of Motor Vehicles
Motor Vehicle Arbitration Board
120 State Street
Montpelier, VT 05603-0001
802-828-2943
800-253-0191 – TTY/TDD

ENCLOSURES CHECK-LIST

Include a copy, if applicable, of the following documents with the Board's and Manufacturer's Demand copy:

1. **VEHICLE PURCHASE CONTRACT** - itemizes purchase price, trade-in allowance, rebate, discounts, non-cash credit, options as of the date of purchase & motor vehicle and documentation fees, & usually includes the dealership's business logo.
2. If the vehicle is/was financed: **A WRITTEN STATEMENT** from the financial institution **VERIFYING TOTAL INTEREST PAID** with the collateral identified.
3. **LEASE AGREEMENT** - Also, enter the titleholder's/lease assignee's (not the dealer's) name and address within Section 2 of the Demand.
4. A copy of the **MANUFACTURER'S EXPRESS WARRANTY** for the claimed defect(s)/condition(s). The warranty summary grid is acceptable. Ascertain the claimed condition(s) is not excluded from warranty coverage. Any optional extended warranty is not applicable.
5. **REPAIR ORDERS** including the **FINAL REPAIR ORDER**, which may be sent when completed.
6. **Itemized** documentation of the **INITIAL MOTOR VEHICLE FEES** (registration, title, etc.) paid to the Vermont Department of Motor Vehicles or to the DMV of another state, including purchase and use tax.
7. A copy of the current vehicle registration and insurance certificates. Verification of inspection sticker validity will be made prior to any test-drive.

If your claim is for "3 times out," filing method A

8. Submit a repair history summary for the claimed condition(s) and include written confirmation that the condition(s) filed for was present as of the date of filing.

If your claim is for "30 days," filing method B

9. Prepare a chronology of **warranted** repair orders with repair order number, dates, mileage and number of days out of service with a repair summary. For a day to be counted, the vehicle must have been unavailable for your use for the major portion of a day (4 hours) by reason of being under the dealer's control for repair.
10. Bills supporting a request for consequential/incidental damages. Justification may be provided in writing or verbally at the hearing.