

New Motor Vehicle Arbitration Board  
14 Baldwin Street  
Montpelier, VT 05602  
802-828-2943  
711 – 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; **and enclose a copy of the lease worksheet.**
- 4. A copy of the **MANUFACTURER'S EXPRESS WARRANTY** for the claimed defect(s)/condition(s). The warranty summary grid and narrative portions are 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.