



Collision Damage Appraisal

To evaluate each competitor's preparation for employment and to recognize outstanding students for excellence and professionalism in the field of collision damage appraisal and total loss evaluation.

On-Site/Off-Site	• Off-Site
Contest Date	• 5/5/2026
Contest Location	Three-C Body Shops Inc. 2300 Briggs Road Columbus, OH 43223
Early/Normal Start Time	Normal Start Time • Registration will be at 9:00am • Competition begins at 10:00am • Contest concludes around 5pm
Contest Open/Closed	• Open • Contest is OPEN to observers. Orientation is closed to instructors and advisors.
Eligibility & Contest Type	• Please refer to the Program Guidelines for eligibility- https://www.ohioskillsusa.org/resources/ • Straight to State Contest (No Regional Qualifier)
Clothing	<u>For Competition Day the Dress Code is:</u> Class D <u>For the Awards Ceremony the Dress Code is:</u> Class A or Class J • SkillsUSA Ohio Clothing Guide
Safety Equipment Required	• Safety glasses with side shields or goggles • Prescription glasses can be used only if they are equipped with side shields. If not, they must be covered with goggles.

Testing	- Students should be prepared to take a written knowledge test. Up to 100 questions. This test will be administered in advance of the contest and MUST BE PROCTORED. The test will be open from 10am-12pm and again from 1pm-3pm on May 1, 2026. The link to the test will be sent to the competitor and person proctoring the test. Link: https://wkf.ms/4cNf3sM <i>Must have a working camera for virtual test proctor.</i>
Provided by Contestant (Tool List)	Hard copy of one (1) page personal resume Safety glasses
Contest Notes, Themes, & Deadlines	- There will be a contest training class held at PPG on April 27, 2026. - Please use the following to sign up for the class: https://wkf.ms/4sbKGRw Estimating System will be used. Zurich ZR4 will be used for vehicle scan.
WIFI Provided?	No
Special Notes/Rules for All Contests	- Starting in 2024, all Skilled Trade State Contests (most leadership contests already use scenarios) will begin to add a scenario-based component. <u>Wi-Fi will NOT BE AVAILABLE unless listed above</u> . If you need WIFI access, please plan to bring a hotspot. - All safety requirements will be heavily enforced. Competitors are to follow all safety standards and OSHA Regulations. <i>Contestants MUST HAVE A COPY OF THEIR EMERGENCY MEDICAL FORM IN THEIR NAME BADGE AT ALL TIMES</i> <u>THE FOLLOWING ITEMS ARE PROHIBITED; VIOLATION OF ANY OF THE FOLLOWING MAY RESULT IN COMPETITOR DISQUALIFICATION:</u> - Contact with Contest Coordinators is prohibited. - Contact with Contest Coordinators outside of the SkillsUSA Ohio is strictly prohibited. - Possession of smart watches and/or phones during the contest and/or in contest. - Contact with anyone outside of the contest area once the contest begins. - Inappropriate communication between contestants such as verbally degrading another contest. - Cheating on any portion of the contest such as informing another contestant of the skills/test prior to competing. - Lack of Copy Emergency Medical Form in Name Badge.

National Technical Standards	• Please refer to the 2024-2026 National Technical Standards for all contests. All standards included may be tested in any competition. • In conjunction with National Standards, lack of understanding of State Level competition standards (this document) may result in student loss of contest.
Resume/Interview Requirement	• All SkillsUSA Ohio State Championship Contests will require a short interview component. Students should be prepared with basic job interview skills. • All contestants <u>must have a hard copy</u> of a one (1) page personal resume.



SkillsUSA
OHIO

Inspection Guidelines - Vehicle Condition

Inspection Guidelines for Vehicle Condition are used to determine the condition of key components of the loss vehicle. These guidelines describe physical characteristics for the major vehicle components. Based on these guidelines, the insurance company will determine the condition of the vehicle prior to the loss. CCC will then make dollar adjustments that reflect the impact the reported condition has on the value of loss vehicle.

These four condition levels are:



The legend below provides definitions of terms used in the matrices:

The Vehicle age is an important factor in a vehicle's relative condition and is addressed via three age groups: current year through four years of age, five through nine years old, and ten years and older. A vehicle with a model year of the current calendar year or newer will be considered "0" years.

The three vehicle age ranges are:



Glass / Interior

- If a windshield is cracked it should be handled as unrelated prior damage. A bulls-eye is a chip and a star is a crack.
- Glass includes all panes of glass, with the primary consideration given to the windshield.
- Carpet includes all permanent floor coverings and interior trim panels
- Dashboard also includes steering wheel, console, cup holders and glove box as well as vents, gauges and all components of the instrument panel.

Tread

- To calculate the % of tread remaining, divide the current tread depth by the original new tread depth of the tire. Round up to the nearest whole percentage i.e. $3/11 (0.2727) = 28\%$
- Exact new tire tread depth is available in the estimating tire database.
- Typical new tread depth on a car tire is $11/32''$; low profile is $9/32''$; typical pickup, van or utility vehicle is $14/32''$; over-sized tire is $21/32''$.
- Mismatched brands of tires (per axle) could be handled with a prior damage estimate.

Headliner

- Convertible soft top is considered as Headliner. Convertible hard top exterior is Sheet Metal and interior is Headliner.
- Sun visors are taken into consideration with the Headliner. Primary consideration should be given to entire headliner.



General

- One area may not represent the overall condition of that category
- Numerous or many is five or more; some or few mean between two and four. These counts are for the entire vehicle.
- Large is more than one inch; small implies an inch or less.
- Bed area of pickup trucks may show wear from usage and this should be considered normal. Evaluate condition based on external panels, and use unrelated damage estimates for excessive damage to the bed area.
- Sheet metal also includes composite body panels.
- Trim includes bumpers, wheel rims, grille, door handles, outside mirrors, moldings, body cladding, headlight and taillight lenses - any exterior component excluding non-factory accessories.

Damage

- Deep damage extends below the surface level. For example, a finger nail dragged over the area will catch.
- A ding is a small dimple that does not cause curvature in the surrounding sheet metal. A dent is a large indentation, which causes a depression or contouring in the immediate area.

0-4
YEARSVEHICLE VALUATION
CCC ONE

		ROUGH	FAIR	CLEAN	EXTRA CLEAN
SEATS	CLEANLINESS	■ Lightly soiled, faded and/or discolored.	■ Clean.	■ Very clean.	■ Excellent.
	SURFACE	■ Few small tears, holes and/or burn marks.	■ No significant tears, holes and/or burn marks.	■ No tears, holes or burn marks.	■ No wear of any kind. Flawless.
	WEAR	■ No significant bare spots.	■ No bare spots. No significant wear. Lightly worn primarily in driver's area.	■ No wear or bare spots.	■ No wear of any kind. Flawless.
CARPETS	CLEANLINESS	■ Lightly soiled and/or stained.	■ Clean.	■ Very clean.	■ Excellent.
	SURFACE	■ Few small tears, holes and/or burn marks.	■ No significant tears, holes and/or burn marks.	■ No tears, holes or burn marks.	■ No wear of any kind. Flawless.
	WEAR	■ No significant bare spots.	■ No bare spots. No significant wear. Lightly worn primarily in driver's area.	■ No wear or bare spots.	■ No wear of any kind. Flawless.
DASHBOARD	SURFACE	■ Significant scratches and/or gouges.	■ Few small scratches and/or gouges.	■ No significant scratches and/or gouges.	■ Excellent.
	COMPONENTS	■ Components damaged and/or cracked.	■ Minimal damage to components.	■ Components firmly intact and functional.	■ All components intact and functional.
	WEAR	■ Significant wear.	■ Light wear.	■ No significant wear.	■ No wear of any kind. Flawless.
HEADLINER	CLEANLINESS		■ Clean.	■ Very clean.	■ Excellent.
	SURFACE	■ Few small holes and/or burn marks.	■ No significant holes and/or burn marks.	■ No holes or burn marks.	■ No wear of any kind. Flawless.
	SCUFFS	■ Lightly scuffed.	■ No significant scuffing.		
SHEET METAL	DENTS	■ Few dents and/or numerous dings.	■ Few dings.	■ No dents.	■ No dents or dings.
	RUST	■ No significant surface rust.	■ No rust.	■ No rust.	■ No rust.
	PANELS		■ All panels intact and properly aligned.	■ All panels intact and properly aligned.	■ All panels intact and properly aligned. Flawless.
TRIM	COMPONENTS	■ Minimal damage to components.	■ No broken and/or missing components.	■ Components firmly intact.	■ Components firmly intact.
	DENTS	■ Few dents and/or numerous dings.	■ No dents. Few dings.	■ No dents.	■ No dents or dings. Flawless.
PAINT	SURFACE	■ Few small deep chips and/or scratches. Minor swirl marks.	■ Few small chips and/or scratches. Minor swirl marks.	■ Minimal surface chipping and/or scratches.	■ No chipping or scratches.
	COLOR	■ Slight Fading.	■ Slight Fading.	■ No significant wear and/or fading of any kind.	■ No wear or fading of any kind. Flawless.
	CONSISTENCY	■ No significant peeling and/or flaking.	■ No peeling and/or flaking.		
GLASS	SURFACE	■ Light surface scratches and/or pitting. Few chips.	■ Light surface scratches and/or pitting.	■ No scratches or chips. Light pitting.	■ Excellent. No wear of any kind. Flawless.
ENGINE	LEAKS	■ Few small leaks.	■ Minor seepage.	■ No seepage.	■ No seepage.
	WEAR	■ Belts and hoses firm, show minimal wear.	■ Belts and hoses firm, show minimal wear.	■ Belts and hoses firm, show minimal wear.	■ Belts and hoses firm, show no wear.
	GREASE	■ Significant dirt and grease in engine compartment.	■ Minimal dirt and grease in engine compartment.	■ Minimal dirt, no grease in engine compartment.	■ No dirt or grease in engine compartment. Flawless.
TRANSMISSION	FLUID	■ Fluid dark brown.	■ Fluid slightly discolored.	■ Fluid translucent and may be slightly discolored.	■ Fluid is translucent and not discolored.
	LEAKS	■ Numerous leaks evident.	■ A few areas of seepage.	■ No seepage.	■ No seepage.
FRONT & REAR TIRES	PERCENT	■ 40% or less of new.	■ 41% to 68% of new.	■ 69% to 90% of new.	■ Over 90% of new.
	EXAMPLE	■ Typical new car tires are 11/32, loss measures at 3/32 = 28% (3/11)	■ Typical new car tires are 11/32, loss measures at 5/32 = 46% (5/11)	■ Typical new car tires are 11/32, loss measures at 8/32 = 73% (8/11)	■ Typical new car tires are 11/32, loss measures at 10/32 = 91% (10/11)

5-9
YEARSVEHICLE VALUATION
CCC ONE

		ROUGH	FAIR	CLEAN	EXTRA CLEAN
SEATS	CLEANLINESS	Significantly soiled, faded and/or discolored.	Lightly soiled, faded and/or discolored.	Clean.	Very Clean.
	SURFACE	Numerous small tears and/or burn marks.	Few small tears, holes and/or burn marks.	No significant tears, holes and/or burn marks.	No tears, holes or burn marks.
	WEAR	Significantly worn and/or bare spots.	No significant bare spots.	No significant wear. No bare spots. Lightly worn primarily in driver's area.	No wear or bare spots.
CARPETS	CLEANLINESS	Significantly soiled and/or stained.	Lightly soiled and/or stained.	Clean.	Very Clean.
	SURFACE	Numerous small tears, holes and/or burn marks.	Few small tears, holes and/or burn marks.	No significant tears, holes and/or burn marks.	No tears, holes or burn marks.
	WEAR	Significantly worn and/or bare spots.	No significant bare spots.	No significant wear. No bare spots. Lightly worn primarily in driver's area.	No wear or bare spots.
DASHBOARD	SURFACE	Numerous scratches and/or gouges.	Few small scratches and/or gouges.	No significant scratches and/or gouges.	Excellent.
	COMPONENTS	Components broken, cracked and/or missing.	Minimal damage to components.	Components firmly intact and functional.	All components intact and functional.
	WEAR	Heavy wear.	Light wear.	No significant wear.	No wear of any kind. Flawless.
HEADLINER	CLEANLINESS			Clean.	Very Clean.
	SURFACE	Numerous small holes and/or burn marks.	Few small holes and/or burn marks.	No significant holes and/or burn marks.	No holes or burn marks.
	SCUFFS	Significantly scuffed.	Lightly scuffed.	No significant scuffing.	
SHEET METAL	DENTS	Few dents and/or numerous dings.	Few dents and/or numerous dings.	Few dings.	No dents.
	RUST	Significant surface rust.	No significant surface rust.	No rust.	No rust.
	PANELS	Misaligned and/or missing panels.		All panels intact and properly aligned.	All panels intact and properly aligned.
TRIM	COMPONENTS	Components damaged. Misaligned components.	Minimal damage to components.	No broken and/or missing components.	Components firmly intact.
	DENTS	Few dents and/or numerous dings.	Few dents and/or numerous dings.	No dents. Few dings.	No dents.
PAINT	SURFACE	Numerous small surface chips and/or scratches. Major swirl marks.	Few small deep chips and/or scratches. Minor swirl marks.	Minimal surface chipping and/or scratches. Minor swirl marks.	No chipping or scratches.
	COLOR	Significant fading.	Slight Fading.		No wear or fading of any kind. Flawless.
	CONSISTENCY	Heavy peeling, flaking, fading and/or mismatched panels.	No significant peeling and/or flaking.		
GLASS	SURFACE	Surface scratches and/or pitting. Few chips.	Light surface scratches and/or pitting. Few chips.	Light surface scratches and/or pitting.	No scratches or chips. Light pitting.
ENGINE	LEAKS	Few small leaks.	Minor seepage.	No seepage.	No seepage.
	WEAR	Belts and hoses firm, show minimal wear.	Belts and hoses firm, show minimal wear.	Belts and hoses firm, show minimal wear.	Belts and hoses firm, show no wear.
	GREASE	Significant dirt and grease in engine compartment.	Minimal dirt and grease in engine compartment.	Minimal dirt, no grease in engine compartment.	No dirt or grease in engine compartment. Flawless.
TRANSMISSION	FLUID	Fluid dark brown.	Fluid slightly discolored.	Fluid translucent and may be slightly discolored.	Fluid is translucent and not discolored.
	LEAKS	Numerous leaks evident.	A few areas of seepage.	No seepage.	No seepage.
FRONT & REAR TIRES	PERCENT	40% or less of new.	41% to 68% of new.	69% to 90% of new.	Over 90% of new.
	EXAMPLE	Typical new car tires are 11/32, loss measures at 3/32 = 28% (3/11)	Typical new car tires are 11/32, loss measures at 5/32 = 46% (5/11)	Typical new car tires are 11/32, loss measures at 8/32 = 73% (8/11)	Typical new car tires are 11/32, loss measures at 10/32 = 91% (10/11)

10+
YEARSVEHICLE VALUATION
CCC ONE

2015 • CCC ONE™ Valuation • ECA FAALL ECA 1

		ROUGH	FAIR	CLEAN	EXTRA CLEAN
SEATS	CLEANLINESS	■ Heavily soiled, faded and/or discolored.	■ Lightly soiled, faded and/or discolored.	■ Clean.	■ Very clean.
	SURFACE	■ Numerous large tears, holes and/or burn marks.	■ Few small tears, holes and/or burn marks.	■ No significant tears, holes or burn marks.	■ No tears, holes or burn marks.
	WEAR	■ Heavily worn and bare spots.	■ No significant bare spots.	■ No significant wear. No bare spots. Lightly worn primarily in driver's area.	■ No wear or bare spots.
CARPETS	CLEANLINESS	■ Heavily soiled and/or stained.	■ Lightly soiled and/or stained.	■ Clean.	■ Very clean.
	SURFACE	■ Numerous large tears, holes and/or burn marks.	■ Few small tears, holes and/or burn marks.	■ No significant tears, holes or burn marks.	■ No tears, holes or burn marks.
	WEAR	■ Heavily worn with bare spots.	■ No significant bare spots.	■ No significant wear. No bare spots. Lightly worn primarily in driver's area.	■ No wear or bare spots.
DASHBOARD	SURFACE	■ Numerous large scratches and/or gouges.	■ Significant scratches and/or gouges.	■ Few small scratches and/or gouges.	■ No significant scratches and/or gouges.
	COMPONENTS	■ Components broken, cracked and/or missing.	■ Components damaged and/or cracked.	■ Minimal damage to components.	■ Components firmly intact and functional.
	WEAR	■ Heavy wear.	■ Significant wear.	■ Light wear.	■ No significant wear.
HEADLINER	CLEANLINESS			■ Clean.	■ Very clean.
	SURFACE	■ Numerous large holes and/or burn marks.	■ Few small holes and/or burn marks.	■ No significant holes and/or burn marks.	■ No holes or burn marks.
	SCUFFS	■ Heavily scuffed.	■ Lightly scuffed.	■ No significant scuffing.	
SHEET METAL	DENTS	■ Numerous dents and dings.	■ Few dents and/or numerous dings.	■ Few dings.	■ No dents.
	RUST	■ Areas of rust with holes.	■ No significant surface rust.	■ No rust.	■ No rust.
	PANELS	■ Misaligned or missing panels.		■ All panels intact and properly aligned.	■ All panels intact and properly aligned.
TRIM	COMPONENTS	■ Components broken and/or missing. Misaligned components.	■ Minimal damage to components.	■ No broken and/or missing components.	■ Components firmly intact.
	DENTS	■ Numerous dents and dings.	■ Few dents and/or numerous dings.	■ No dents. Few dings.	■ No dents.
PAINT	SURFACE	■ Numerous large deep chips and/or scratches.	■ Few small deep chips and/or scratches. Minor swirl marks.	■ Few small chips and/or scratches. Minor swirl marks.	■ Minimal surface chipping and/or scratches.
	COLOR	■ Significant fading.	■ Slight fading.	■ Slight fading.	■ No significant wear and/or fading of any kind.
	CONSISTENCY	■ Heavy peeling, flaking, fading and/or mismatched panels.	■ No significant peeling and/or flaking.	■ No peeling and/or flaking.	
GLASS	SURFACE	■ Deep scratches and/or heavily pitted. Numerous chips.	■ Light surface scratches and/or pitting. Few chips.	■ Light surface scratches and/or pitting.	■ No scratches or chips. Light pitting.
ENGINE	LEAKS	■ Oil black and thick. Numerous leaks.	■ Few small leaks.	■ Minor seepage.	■ No seepage.
	WEAR	■ Belts and hoses worn.	■ Belts and hoses firm, show minimal wear.	■ Belts and hoses firm, show minimal wear.	■ Belts and hoses firm, show minimal wear.
	GREASE	■ Dirt and grease cover parts of engine compartment.	■ Significant dirt and grease in engine compartment.	■ Minimal dirt and grease in engine compartment.	■ Minimal dirt, no grease in engine compartment.
TRANSMISSION	FLUID	■ Fluid dark brown.	■ Fluid slightly discolored.	■ Fluid translucent and may be slightly discolored.	■ Fluid is translucent and not discolored.
	LEAKS	■ Numerous leaks evident.	■ A few areas of seepage.	■ No seepage.	■ No seepage.
FRONT & REAR TIRES	PERCENT	■ 40% or less of new.	■ 41% to 68% of new.	■ 69% to 90% of new.	■ Over 90% of new.
	EXAMPLE	■ Typical new car tires are 11/32, loss measures at 3/32 = 28% (3/11)	■ Typical new car tires are 11/32, loss measures at 5/32 = 46% (5/11)	■ Typical new car tires are 11/32, loss measures at 8/32 = 73% (8/11)	■ Typical new car tires are 11/32, loss measures at 10/32 = 91% (10/11)

Private Passenger Vehicle Basic Claim Information Form

Office ID Number*				Company			
Claim Number*				Policy Number			
VIN:							
Year*		Make*		Model*			Trim
Body Style ☐ 2DR ☐ 4DR ☐ Hatchback ☐ Convertible ☐ Wagon ☐ Pickup ☐ Van ☐ Utility ☐ ½ Ton ☐ ¾ Ton ☐ 1 Ton ☐ Short Bed ☐ Long Bed ☐ Cab & Chassis ☐ Fleetside ☐ Fenderside							
Cylinders _____		Displacement _____		Fuel Type ☐ Gas ☐ Diesel ☐ Other _____			
Adjuster ID		Adjuster First Name			Adjuster Last Name*		
Appraiser ID		Appraiser First Name			Appraiser Last Name		
Insured First Name				Insured Last Name*			
Owner First Name				Owner Last Name*			
Loss ZIP Code*		Loss State*		PA Appraiser ID#			
Date of loss (mm/dd/yyyy) *				Type of Loss*		☐ Collision ☐ Theft	
Loss Category*				Odometer (mi) *			
☐ Other ☐ Liability ☐ Comprehensive ☐ Collision		☐ Yes ☐ No		☐ Yes ☐ No		☐ Yes ☐ No	
Leased Vehicle		3rd Party Claim		Claim Class		Package 3	
Package 1		Package 2		Package 3			
Transmission* ☐ Automatic ☐ Overdrive ☐ S6 ☐ S5 ☐ S4 ☐ S3 ☐ 4W							
Power Options ☐ PS Power Steering ☐ PB Power Brakes ☐ PW Power Windows ☐ PL Power Locks ☐ PM Power Mirrors ☐ SP Power Driver Seat ☐ PC Power Passenger Seat ☐ PT Power Trunk/Gate Release ☐ PP Power Adjustable Pedals ☐ PD Power Sliding Door ☐ DP Dual Power Sliding Doors Décor/Convenience ☐ AC Air Conditioning ☐ CL Climate Control ☐ DA Dual Air Conditioning ☐ TW Tilt Wheel ☐ CC Cruise Control ☐ IW Intermittent Wipers ☐ CN Console/Storage ☐ CO Overhead Console ☐ MM Memory Package ☐ NV Navigation System ☐ EC Entertainment Center ☐ DU Dual Entertainment Center ☐ TL Telescopic Wheel ☐ MC Message Center ☐ GD Home Link ☐ RD Rear Defogger ☐ RJ Remote Starter ☐ WT Wood Interior Trim ☐ KE Keyless Entry ☐ SZ Rear Power Sunshade		Seating ☐ CS Cloth Seats ☐ BS Bucket Seats ☐ RL Reclining/Lounge Seats ☐ LS Leather Seats ☐ SH Heated Seats ☐ RH Rear Heated Seats ☐ VB Ventilated Seats ☐ 3S 3rd Row Seat ☐ 3P Power Third Seat ☐ R3 Retractable Seats ☐ 2P 12 Passenger Seating ☐ 5P 15 Passenger Seating ☐ B2 Captain Chairs (2) ☐ B4 Captain Chairs (4) ☐ B6 Captain Chairs (6) Radio ☐ AM AM Radio ☐ FM FM Radio ☐ ST Stereo ☐ SE Search/Seek ☐ CD CD Player ☐ CA Cassette ☐ TQ Steering Wheel Touch Controls ☐ M3 Auxiliary Audio Connection ☐ UR Premium Radio ☐ SK CD Changer/Stacker ☐ XM Satellite Radio ☐ EQ Equalizer Wheels ☐ SY Styled Steel Wheels ☐ FC Full Wheel Covers ☐ CY Clad Wheels ☐ AW Aluminum/Alloy Wheels ☐ CJ Chrome Wheels ☐ W2 20" or Larger Wheels ☐ WW Wire Wheels ☐ WC Wire Wheel Covers ☐ KW Locking Wheels		Roof ☐ EG Electric Glass Roof ☐ ES Electric Steel Roof ☐ OR Skyview Roof ☐ SD Dual Power Sunroof ☐ MS Manual Steel Roof ☐ MG Manual Glass Roof ☐ FR Flip Roof ☐ TT T-Top/Panel ☐ VP Power Convertible Roof ☐ RM Detachable Roof ☐ VR Vinyl Covered Roof ☐ HT Hard Top Safety/Brakes ☐ AG Driver's Side Air Bag ☐ RG Passenger Air Bag ☐ XG Front Side Impact Air Bags ☐ ZG Rear Side Impact Air Bags ☐ DG Head/Curtain Air Bags ☐ DB 4-Wheel Disc Brakes ☐ AB Anti-Lock Brakes (4) ☐ A2 Anti-Lock Brakes (2) ☐ TX Traction Control ☐ T1 Stability Control ☐ PO Positraction ☐ C2 Communications System ☐ PJ Parking Sensors ☐ PX Backup Camera W/ Sensors ☐ TD Alarm ☐ HF Hands Free Device ☐ XE Xenon Headlamps ☐ HU Heads Up Display ☐ IC Intelligent Cruise ☐ DV Blind Spot Detection ☐ LN Lane Departure Warning ☐ VZ Night Vision ☐ RB Roll Bar		Exterior/Paint/Glass ☐ DM Dual Mirrors ☐ HM Heated Mirrors ☐ BN Body Side Moldings ☐ TG Tinted Glass ☐ AF Aftermarket Film Tint ☐ DT Privacy Glass ☐ WP Rear Window Wiper ☐ FL Fog Lamps ☐ RR Luggage/Roof Rack ☐ SL Rear Spoiler ☐ HV Headlamp Washers ☐ MX Signal Integrated Mirrors ☐ WG Wood grain ☐ IP Clear coat Paint ☐ MP Metallic Paint ☐ 2T Two Tone Paint ☐ HP Three Stage Paint Other ☐ SB Rear Step Bumper ☐ TH Trailer Hitch ☐ TP Trailing Package ☐ SW Rear Sliding Window ☐ PG Power Rear Window ☐ BD Running Board/Side Steps ☐ UP Power Retractable Running Boards ☐ BL Bed liner ☐ BY Bed liner (Spray On) ☐ TN Soft Tonneau Cover ☐ TZ Hard Tonneau Cover ☐ CP Deluxe Truck Cap ☐ AR Bed Rails ☐ GG Grill Guard ☐ TB Tool Box (Permanent) ☐ WD Dual Rear Wheels ☐ XT Auxiliary Fuel Tank ☐ EM California Emissions ☐ SG Stone Guard ☐ WI Winch	

Condition: Rate each of the following 0=Rough, 1=Fair, 2=Clean, 3=Extra Clean

COMMENTS

Private Passenger Vehicle Basic Claim Information Form

Seats*	☐ 0	☐ 1	☐ 2	☐ 3
Carpets*	☐ 0	☐ 1	☐ 2	☐ 3
Dashboard*	☐ 0	☐ 1	☐ 2	☐ 3
Headliner*	☐ 0	☐ 1	☐ 2	☐ 3
Sheet Metal*	☐ 0	☐ 1	☐ 2	☐ 3
Trim*	☐ 0	☐ 1	☐ 2	☐ 3
Paint*	☐ 0	☐ 1	☐ 2	☐ 3
Glass*	☐ 0	☐ 1	☐ 2	☐ 3
Engine*	☐ 0	☐ 1	☐ 2	☐ 3
Transmission*	☐ 0	☐ 1	☐ 2	☐ 3
Front Tires*	☐ 0	☐ 1	☐ 2	☐ 3
Rear Tires*	☐ 0	☐ 1	☐ 2	☐ 3

Refurbishments

Maintenance Item	Price \$	Date (mm/yyyy)
Maintenance Item	Price \$	Date (mm/yyyy)
New Tires	Price \$	Number of Tires
Rebuilt Transmission	Price \$	Mileage since Rebuilt/Replaced
Rebuilt Engine	Price \$	Mileage since Rebuilt/Replaced
New Paint	Price \$	Paint Type ☐ Basic ☐ Standard ☐ Custom
Reconditioned Interior	Price \$	Interior Type ☐ Vinyl ☐ Cloth ☐ Leather
Restored	Price \$	
Special Wheels	Price \$	Date (mm/yyyy)
Other	Price \$	Date (mm/yyyy)
Other	Price \$	Date (mm/yyyy)

Adjustments

Sales Tax %			
Prior Damage	Amount \$		
Pre Tax Adjustment 1	Description _____	Add \$	Deduct \$
Pre Tax Adjustment 2	Description _____	Add \$	Deduct \$
Deductible	Amount \$		
Post Tax Adjustment 1	Description _____	Add \$	Deduct \$
Post Tax Adjustment 2	Description _____	Add \$	Deduct \$

Notes

Processing Instructions

Adjuster Email*		Adjuster Contact Number*	
☐ Expand comparable search (if needed)	☐ Replacement Policy	☐ Run with Branded Title if Indicated by Experian History	
Dealership where purchased (if known)			
Report Retrieval Method	☐ Email	☐ Fax	☐ Other (Specify)
CCC Phone: 1-800-621-8070		CCC Fax: 1-800-621-7070	
CCC Email: CCCValuescopeRequest@cccis.com			

*=Required Field