



*Diagnostic report, photos,
and all supporting
documentation *must* be
submitted with this form.*

EMAIL
ers.damages@norcal.aaa.com

MAIL
AAA Automotive Services
P.O. Box 22221
Oakland, CA 94623-2221

Damage Report Form

The form *must* be completed along with the diagnostic report, photos, and all supporting documentation before consideration. Remember to make a copy for your records.

MEMBERSHIP #:

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FIRST NAME: _____ LAST NAME: _____
(please print)

ADDRESS: _____ APT# _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE NUMBER: _____ EMAIL: _____
(include area code)

Describe Damage: (What is the damage) -

In your opinion, how did the damage occur?

If damage occurred from tow, how was the vehicle loaded?

What was the initial reason for AAA service?

Is vehicle drivable?

Location of vehicle should it need inspection:

Approximate vehicle mileage:

Year, Make, Model, and Color:

Were you present? If not, who was (if it was a tow, did you accompany the vehicle):

Are you the owner of the vehicle/property?

When did you first become aware of the damage?

Did the driver acknowledge the damage? If yes, what did the driver recommend?

Have you discussed the damage with the driver or the service provider?

Did anyone try to assist you with servicing the vehicle prior to the service provider arriving?

What tools were used? (Air bag and long reach tool/lockout or power tools or hand tools/tire change, flatbed or wheel lift for tow calls, If tow related, how was the vehicle loaded onto the tow truck?)

Why do you think the driver is responsible for the reported damage? (Driver specific actions)

SIGNATURE: _____ DATE: _____

Thank you for trusting AAA.

If you have any questions about your Membership benefits, please call 800-272-2877, option 5.