

CURRENT OWNER INFORMATION

Name	
Phone	
Email	
Address	
City/State/Zip	
Signature	Date

NEW OWNER INFORMATION

Name	
Phone	
Email	
Address	
City/State/Zip	
Signature	Date

VEHICLE INFORMATION

VIN		Current Mileage	
Year/Make/Model		Ownership Change Date	

CONTRACT INFORMATION

Please enter contract numbers you wish to transfer below

Service / Extended Warranty: <i>(Mechanical Protection)</i>		Maint. / Oil-Change:	
Appearance Shield: <i>(Interior/Exterior Surface Protection)</i>		Clear Shield: <i>(Windshield Protection)</i>	
Enhanced Shield: <i>(Wheel/Key/Paint Protection)</i>		Tire and Wheel Shield: <i>(Tire & Wheel Protection)</i>	

Initial	Please Initial for Each Disclosure
	To initiate a contract transfer, the original customer must submit this request form to transfer the contracts to the new owner within 30 days of ownership change. Transfers are permitted only for private party sales. Please refer to the original contract details for specific transfer requirements and fees.
	Within 30 days after receiving all required documents and any applicable transfer fees, a new contract will be issued to the new vehicle owner for the remaining term of the contract, subject to all original terms, conditions, limitations, and exclusions of the original agreement.
	Per the original contract, Kornerstone Administrative Services has the discretion to approve or reject such application.
	If the original contract was not issued with Commercial Use coverage, the contract is not eligible for transfer to a new owner who intends to use the vehicle for commercial purposes.
	An electronic PDF will be sent to the email address that is provided. Once this Contract has been transferred, it is no longer eligible for cancellation or any additional transfers.

Check	Required Documents — Must Accompany the Written Transfer Request
☐	A copy of all maintenance records (for service contracts only)
☐	A copy of the bill of sale or a copy of title transfer/odometer statement from the Department of Motor Vehicles
☐	Transfer fee payment as stated in the original contract.

**Transfer requests and payments may be submitted electronically via our
website: www.kornerstoneadmin.com**

This document is for informational purposes only. Submit completed form to Kornerstone.
Kornerstone — Transfer Request Form