

# Damage in Transit Claim Reporting Form

Please complete the following form in order to submit your Damage in Transit (DIT) Claim to GSA Fleet. All forms must be fully complete and accurate in order to be processed.

Incomplete or inaccurate forms will be summarily rejected. For any further questions, please e-mail [vehicle.claims@gsa.gov](mailto:vehicle.claims@gsa.gov).

\* Required

1. Email \*

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## Your Information

2. Your Name \*

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3. Your Phone Number \*

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## Consignee (Customer) Information

4. Consignee (Customer) Point of Contact Name \*

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5. Consignee (Customer) Point of Contact Email Address \*

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6. Consignee (Customer) Point of Contact Phone Number \*

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### Vehicle Receipt Information

7. Name of Person Who Received the Vehicle(s) \*

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8. Agency Name \*

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9. Bureau Name \*

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10. Receipt Location Address \*

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11. Receipt Location's Point of Contact Name \*

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12. Receipt Location's Point of Contact Email Address \*

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13. Receipt Location's Point of Contact Phone Number \*

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## Vehicle Information

14. Name of Vehicle Supplier \*

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15. RPN/Order Number \*

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16. Full VIN \*

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## Customer Agency Fleet Information

17. Name of Customer Agency Fleet Manager \*

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18. Email Address of Customer Agency Fleet Manager \*

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19. Phone Number of Customer Agency Fleet Manager \*

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## Delivery Information

20. Date Received \*

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*Example: January 7, 2019*

21. Was the Vehicle Delivered During Normal Business Hours? \*

*Mark only one oval.*

☐ Yes

☐ No

22. Date Damage Was Noticed \*

\_\_\_\_\_  
*Example: January 7, 2019*

23. Was Vehicle Accepted or Rejected at Delivery? \*

*Mark only one oval.*

☐ Accepted

☐ Rejected

☐ Other: \_\_\_\_\_

24. Current Address Where Vehicle is Located \*

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25. Transportation Company and Driver's Name \*

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Damage Information

## 26. Description of Damage \*

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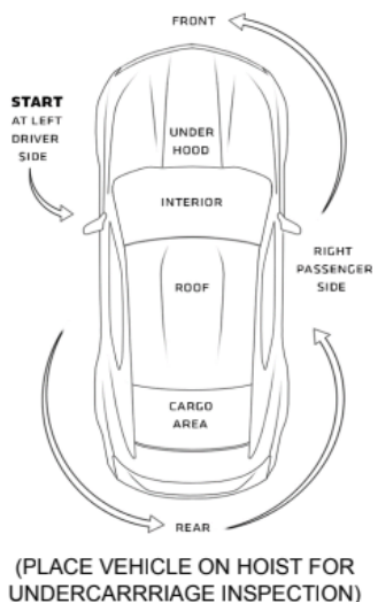


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## GSA Fleet Damage Code Reference Sheet

**DAMAGE AREA CODES**Left / Driver Side

- 10 Door-Left Front
- 11 Door-Left Rear
- 14 Fender-Left Front
- 15 Quarter Panel/Pickup Box-Left
- 30 Mirror-Outside Left
- 35 Rocker Panel/Outer Sill-Left
- 38 Running Board/Step-Left
- 70 Center Post Left

Trunk / Cargo

- 01 Antenna/Antenna Base
- 18 Front Floor Mats
- 19 Rear Floor Mats
- 23 Accessory bag/box
- 40 Spare Tire/Wheel
- 52 Deck Lid/Tailgate/Hatchback
- 55 Cargo Area/Other
- 57 Wheel Covers/Caps/Rings

Right / Passenger Side

- 09 Door-Right Cargo
- 12 Door-Right Front
- 13 Door-Right Rear
- 16 Fender-Right Front
- 17 Quarter Panel/Pickup Box-Right
- 31 Mirror-Outside Right
- 36 Rocker Panel-Outer sill-Right
- 39 Running Board/Step-Right
- 69 Center Post Right
- 76 Right Rear Tire
- 77 Right Rear Wheel/Rim
- 78 Right Front Tire
- 79 Right Front Wheel/Rim

Front End

- 03 Bumper/Cover/Ext-Front
- 05 Bumper Guard/Strip-Front
- 20 Glass Windshield
- 22 Grille
- 24 Headlight/Cover/Turn Signal
- 25 Lamps-Fog/Driving/Spot
- 27 Hood
- 42 SplashPanel/spoiler-Front
- 59 Wipers, all
- 80 Cowl

Under Hood

- 02 Battery/Box
- 99 Engine Compartment-Other

Roof

- 01 Antenna/Antenna Base
- 37 Roof
- 53 Sunroof/T-Top
- 56 Vinyl/Convertible Top /Tonneau Cover
- 64 Spoiler/Deflector-Rear
- 65 Luggage Rack (Strips)/ Drip rail
- 71 Corner Post

Interior

- 68 Carpet-Front
- 85 Communication/GPS Unit
- 93 Steering Wheel/Airbag
- 94 Seat-Front Left
- 95 Seat-Front Right
- 96 Seat-Rear
- 97 Carpet-Rear
- 98 Interior Other

Undercarriage

- 44 Gas Tank
- 54 Undercarriage-Other
- 81 Gas Cap/Cover
- 90 Frame
- 91 Exhaust System

**DAMAGE TYPE CODES**

- 01 Bent
- 02 Broken(Except Glass)
- 03 Cut
- 04 Dented (Paint Broken)
- 05 Chipped (Except Glass )
- 06 Cracked (Except Glass)
- 07 Gouged
- 08 Missing
- 09 Scuffed
- 10 Interior Stained or Soiled
- 11 Punctured
- 12 Scratched (Except Glass)
- 13 Torn
- 14 Dented-Paint/Chrome Not Damaged
- 18 Molding/Emblem/Weatherstrip-Damaged
- 19 Molding/Emblem/Weatherstrip-Loose, Missing
- 20 Glass-Cracked
- 21 Glass-Broken
- 22 Glass-Chipped
- 23 Glass-Scratched

27. Please Select All Applicable Damage Area Codes as Referenced in the Above Diagram: \*

*Check all that apply.*

- ☐ 10 - Door-Left Front
- ☐ 11 - Door-Left Rear
- ☐ 14 - Fender-Left Front
- ☐ 15 - Quarter Panel/Pickup Box-Left
- ☐ 30 - Mirror-Outside Left
- ☐ 35 - Rocker Panel/Outer Sill-Left
- ☐ 38 - Running Board/Step-Left
- ☐ 70 - Center Post-Left
- ☐ 01 - Antenna/Antenna Base
- ☐ 18 - Front Floor Mats
- ☐ 19 - Rear Floor Mats
- ☐ 23 - Accessory Bag/Box
- ☐ 40 - Spare Tire/Wheel
- ☐ 52 - Deck Lid/Tailgate/Hatchback
- ☐ 55 - Cargo Area/Other
- ☐ 57 - Wheel Covers/Caps/Rings
- ☐ 09 - Door-Right Cargo
- ☐ 12 - Door-Right Front
- ☐ 13 - Door-Right Rear
- ☐ 16 - Fender-Right Front
- ☐ 17 - Quarter Panel/Pickup Box-Right
- ☐ 31 - Mirror-Outside Right
- ☐ 36 - Rocker Panel-Outside Sill-Right
- ☐ 39 - Running Board/Step-Right
- ☐ 69 - Center Post Right
- ☐ 76 - Right Rear Tire
- ☐ 77 - Right Rear Wheel/Rim
- ☐ 78 - Right Front Tire
- ☐ 79 - Right Front Wheel/Rim
- ☐ 03 - Bumper/Cover/Ext-Front
- ☐ 05 - Bumper Guard/Strip-Front
- ☐ 20 - Glass Windshield
- ☐ 22 - Grille
- ☐ 24 - Headlight/Cover/Turn Signal
- ☐ 25 - Lamps-Fog/Driving/Spot

- ☐ 27-Hood
- ☐ 42 - Splash Panel/Spoiler-Front
- ☐ 59 - Wipers, all
- ☐ 80 - Cowl
- ☐ 02 - Battery/Box
- ☐ 99 - Engine Compartment-Other
- ☐ 37 - Roof
- ☐ 53 - Sunroof/T-Top
- ☐ 56 - Vinyl/Convertible Top/Tonneau Cover
- ☐ 64 - Spoiler/Deflector-Rear
- ☐ 65 - Luggage Rack (Strips)/Drip Rail
- ☐ 71 - Corner Post
- ☐ 68 - Carpet-Front
- ☐ 85 - Communication/GPS Unit
- ☐ 93 - Steering Wheel/Airbag
- ☐ 94 - Seat-Front Left
- ☐ 95 - Seat-Front Right
- ☐ 96 - Seat-Rear
- ☐ 97 - Carpet-Rear
- ☐ 98 - Interior-Other
- ☐ 44 - Gas Tank
- ☐ 54 - Undercarriage-Other
- ☐ 81 - Gas Cap/Cover
- ☐ 90 - Frame
- ☐ 91 - Exhaust System

Other: ☐ \_\_\_\_\_

28. Please Select All Applicable Damage Type Codes as Referenced in the Above Diagram: \*

*Check all that apply.*

- ☐ 01 - Bent
- ☐ 02 - Broken (Except Glass)
- ☐ 03 - Cut
- ☐ 04 - Dented (Paint Broken)
- ☐ 05 - Chipped (Except Glass)
- ☐ 06 - Cracked (Except Glass)
- ☐ 07 - Gouged
- ☐ 08 - Missing
- ☐ 09 - Scuffed
- ☐ 10 - Interior Stained or Soiled
- ☐ 11 - Punctured
- ☐ 12 - Scratched (Except Glass)
- ☐ 13 - Torn
- ☐ 14 - Dented-Paint/Chrome Not Damaged
- ☐ 18 - Molding/Emblem/Weatherstrip-Damaged
- ☐ 19 - Molding/Emblem/Weatherstrip-Loose, Missing
- ☐ 20 - Glass-Cracked
- ☐ 21 - Glass-Broken
- ☐ 22 - Glass-Chipped
- ☐ 23 - Glass-Scratched

Other: ☐ \_\_\_\_\_

29. Picture(s) of Damage (max 5) \*

Files submitted:

#### Additional Documentation & Information

30. Copy of Carrier's Signed Bill of Lading Noting Damage/Delivery Receipt (or Explanation for Missing BOL) \*

Files submitted:



31. Additional Information (Vehicle needs to be towed, interior of vehicle exposed to the environment, etc...)

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32. Additional Documentation (max 1 file; no additional photos)

Files submitted:

Preferred Dealership / Authorized Body Shop

33. Do you have a preferred dealership/authorized body shop for this vehicle? \*

*Mark only one oval.*

☐ Yes      *Skip to question 34*

☐ No      *Skip to question 37*

Preferred Dealership / Authorized Body Shop Information

34. Location Name \*

---

35. Phone Number \*

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36. Email Address \*

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### Certification

37. Certification \*

*Check all that apply.*

☐ I certify that I have verified that all information provided is accurate and complete, and that all documents, photographs, and attachments are included as necessary.

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