

Request for Transfer of Policy Ownership

Before completing form, please read instructions on separate sheet.



NOTE: All sections of this form must be completed. Current and new owner should make copies of this form for their reference and records. In order to complete the transfer, new owner MUST contact VPI at 1-800-874-5607 to provide payment information within seven business days from submission of completed form.

1 CURRENT POLICYHOLDER INFORMATION:

Current Policy Number _____
(Note: when transfer is complete, the new owner will be assigned a new policy number.)
Name: _____
Address: _____
Phone Number: _____ E-mail Address: _____

2 PET INFORMATION:

Pet's **Current** Name: _____
If pet will be given new name in transfer, indicate **new** name here: _____
Pet's Breed: _____ Pet's Date of Birth: _____
(Must match current records) (Must match current records)

3 REQUESTING TRANSFER OF OWNERSHIP TO:

Name: _____
Address: _____
Phone Numbers: (Day) _____ (Evening) _____ (Cell) _____
E-mail Address: _____

For your security, DO NOT include your payment information on this form. To complete your transfer you will be required to provide either a credit card or bank auto debit information to the VPI agent during your phone call with a VPI sales agent.

I am the current owner/policyholder and request cancellation of my policy and transfer to the new owner listed above.

Print Current Policyholder Name Current Policyholder Signature Date

4 I accept this transfer of ownership and request to be named as the policyholder on a new VPI policy covering the pet referenced above, and accept financial responsibility for this policy when a new policy number and effective date are issued. I understand that all terms and conditions in the current owner's policy will transfer to my new policy. I understand that I must call VPI to provide my payment information, and that I must contact VPI within seven business days from submitting this completed form to complete the transfer.

New Policyholder Name New Policyholder Signature Date

**5 To process transfer of ownership on this policy, fax or mail completed form to:
VPI, PO Box 2344, Brea CA 92822 or fax to 714-989-0537**

For more information, please contact one of our licensed agents at 800-874-5607

Instructions for Completing a Request for Transfer of Policy Ownership



To ensure accurate and timely transfer of your policy, please read the following instructions before completing the "Request for Transfer of Policy Ownership" form.

To complete the transfer and ensure continuous coverage, the new owner must contact VPI to provide payment information within **seven business days** of submitting the Request for Transfer of Ownership form. Failure to do so will result in a cancellation of this policy coverage.

Your signatures on the Request for Transfer of Policy Ownership form signify that both parties understand and agree to the following:

- The current policy under the current owner/policyholder will be cancelled and any unearned premium refunded to the payment method on file.
- The new owner accepts this transfer of ownership and requests to be named as the policyholder on a new VPI policy covering the pet.
- The new owner accepts financial responsibility for the transferred policy, and agrees to pay two months' premium to start the transferred policy term. Payment is due on the date the new policy is written.
- Regular monthly billing will commence on the next bill date, which will be determined once the new payment method is on file.
- Complete and submit the Request for Transfer of Ownership form to VPI.
- Cancellation of current policy is effective on the date the transfer request was received by VPI.
- Contact one of our licensed sales agents at 1-800-874-5607.

Note: If more than seven business days has elapsed, a new policy enrollment will require full underwriting review, which may result in exclusion(s) for prior medical condition(s). Disclosure of pet's medical condition(s), prior treatment(s) and history is the responsibility of the parties involved in transfer.

Transfer of Policy Ownership form checklist:

- 1** Current policy/policyholder information completed
- 2** New pet owner information completed
- 3** Current and new owners have printed and signed their names and have dated the form where indicated
- 4** New owner has agreed to the guidelines outlined above
- 5** Form has been faxed or mailed to VPI; new owner has contacted VPI to provide payment for new policy