

GUIDELINES FOR MAPFRE/TEPEYAC MEXICO INSURANCE EFFECTIVE 6/19/2023

PHOTOS & INSPECTION FORMS

- **Note:** If the insured presents their vehicle at the time of purchase it is required to take the pictures of the vehicle as well you must include an inspection form for the vehicle...

ACTIVE LICENSE

- It is required for all drivers on the policy to present an **ACTIVE** license from their country this includes all California drivers...
- We must have an MVR on file for each California driver on the policy... As well agent has to charge for each MVR they ran...
- **Note:** If the license is **SUSPENDED, EXPIRED** or **REVOKED** the driver is **UNACCEPTABLE** this includes **EXPIRED** license from other countries...

REGISTRATIONS

- Registration must be active
- Vehicle registrations can be in the insured's name or any in the name of any driver on the policy no matter if they are the second or third driver...
- If the vehicle registration is in the name of other person which does not appear on the policy as a driver that is **ACCEPTABLE** and Tepeyac does not require them to be excluded...

INTERNAL FORMS

1. Mexican Insured Statement Form (Address Form)
2. Standard Broker Fee Disclosure Form
3. Broker's Agreement Form

SALVAGED VEHICLES

- Salvaged vehicles are **ACCEPTABLE** for **COMP & COLL** with the exception that **Tepeyac will only pay for 70% for the value of the vehicle**... Tepeyac will go based on the value provided by the **Actual Cash Value**

CANCELLATIONS:

- In order to process a Cancellation, you must email to the following persons:
aburres@mexicard.com
eromero@mexicard.com
sguzman@mexicard.com
Or you can always access to the website and click cancellation request, Email or faxed request will no longer necessary.

SPECIAL EQUIPMENT: 20% of vehicle value

- Must have proof of installed equipment
 - Photos
 - Invoices

