

# How to Read the Market Valuation Report (MVR) - CCC ONE® Valuation - Fee Calculator Services

## INTRODUCTION

This document is a review of each section of the Market Valuation Report (MVR) and the information included in it. This job aid is specific to companies that have contracted for Fee Calculator and are configured to have fee values, if calculated, display on the MVR.

**NOTE:** The Market Valuation Report may vary slightly based on your company's configuration or as a result of state-specific regulations.

## ABOUT FEE CALCULATOR

Fee Calculator enables insurance companies to identify and include certain title, registration, and license plate fees as a part of the Private Passenger Vehicle (PPV) Valuation Request process based on information provided by the company to CCC.

If calculated, these fees may display on the Market Valuation Report (MVR) or other supporting fee documentation, depending on your company's configuration.



## REPORT SUMMARY

The first page of the MVR is the Report Summary Page. This page includes information about the claim, insurance information and a summary of the Valuation.

**NOTE:** Each section is reviewed in further detail within this job aid

### Example Report Summary:



MARKET VALUATION REPORT

Prepared for COMPANY



### REPORT SUMMARY



#### CLAIM INFORMATION

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Owner	Last, First
	City, ST #####
Loss Vehicle	2017 Nissan Rogue SV AWD
Loss Incident Date	11/01/2019
Claim Reported	01/15/2020



#### INSURANCE INFORMATION

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Report Reference Number	#####
Claim Reference	#####
Adjuster	Last, First
Odometer	24,096
Last Updated	01/15/2020 01:15 PM

The CCC ONE® Market Valuation Report reflects CCC Information Services Inc.'s opinion as to the value of the loss vehicle, based on information provided to CCC by COMPANY.

Loss vehicle has 45% fewer than average mileage of 43,900.

### Example Side Panel:

BASE VEHICLE VALUE

This is derived per our Valuation methodology described on the next page.

ADJUSTED VEHICLE VALUE

This is determined by adjusting the Base Vehicle Value to account for the actual condition of the loss vehicle and certain other reported attributes, if any, such as refurbishments and after factory equipment.

Inside the Report

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## SIDE PANEL

Throughout the MVR, the side panel provides definitions of terms in the report and additional supporting information.

## TABLE OF CONTENTS

The Table of Contents is located on the lower right side of the Report Summary Page. It identifies each section and its location within the MVR.




## REPORT SUMMARY

### CLAIM INFORMATION

This section includes information on the Owner, Garage Location, the Loss Vehicle, and the loss/claim reported date.


#### Example Claim Information:

 CLAIM INFORMATION	
Owner	Last, First City, ST #####
Loss Vehicle	2017 Nissan Rogue SV AWD
Loss Incident Date	11/01/2019
Claim Reported	01/15/2020

### INSURANCE INFORMATION

This section includes reference numbers (for the report and the claim), Adjuster and Appraiser names, the Odometer and the last time the Valuation Request was updated.

#### Example Insurance Information:

 INSURANCE INFORMATION	
Report Reference Number	#####
Claim Reference	#####
Adjuster	Last, First
Odometer	24,096
Last Updated	01/15/2020 01:15 PM



## REPORT SUMMARY

### VALUATION SUMMARY

This section includes the Base Vehicle Value, Condition Adjustment, Adjusted Vehicle Value and the Total for the Valuation.

- **Base Vehicle Value:** This is derived per our Valuation methodology described on page 2 of the MVR.
- **Adjusted Vehicle Value:** This is determined by adjusting the Base Vehicle Value to account for the actual condition of the loss vehicle and certain other reported attributes, if any, such as refurbishments and after factory equipment.

If your company is configured accordingly and if fees are calculated through submitting the valuation request, fees may display on the Market Valuation Report (MVR).

If calculated, the total fee amount will display in the Valuation Summary Section of the MVR as a single post tax adjustment: Title, Registration and Other Fees.

#### Example Valuation Summary:

VALUATION SUMMARY	
<b>Base Vehicle Value</b>	<b>\$ 13,768.00</b>
Condition Adjustment	+ \$ 1,072.00
<b>Adjusted Vehicle Value</b>	<b>\$ 14,840.00</b>
Vehicular Tax (3%)	+ \$ 445.20
Tax reflects applicable state, county and municipal taxes.	
Title, Registration and Other Fees*	+ \$ 72.00
<b>Total</b>	<b>\$ 15,357.20</b>

Adjustments indicated with an Asterisk (\*) have been determined by [redacted] and have been added here for convenience.

The total may not represent the total of the settlement as other factors (i.e. other applicable fees) may need to be taken into account.

**BASE VEHICLE VALUE**  
This is derived per our Valuation methodology described on the next page.

**ADJUSTED VEHICLE VALUE**  
This is determined by adjusting the Base Vehicle Value to account for the actual condition of the loss vehicle and certain other reported attributes, if any, such as refurbishments and after factory equipment.

**Inside the Report**

- Valuation Methodology..... 2
- Vehicle Information..... 3
- Vehicle Condition..... 6
- Taxes and Fees..... 7
- Comparable Vehicles..... 8

**NOTE:** If for any reason any fee cannot be calculated for a company with Fee Calculator enabled, no fees will be calculated and a note will appear in the sidebar of the Valuation Summary section informing the user of the error.

*Error messages are listed on next page.*



ERROR MESSAGE	SCENARIO
Title, registration and other fees were unable to be determined for this claim. Additional data may be required to calculate applicable fees.	Fees not calculated due to missing data inputs.
Title, registration and other fees were unable to be determined for this claim. Additional data may be required to calculate applicable fees.	Zip+4 is unavailable.
Title, registration and other fees were unable to be determined for this claim. Additional data may be required to calculate applicable fees.	Zip+4 and additional data is unavailable.
Title, registration and other fees were unable to be determined for this claim. No fees have been identified by (Insurance Company) as applicable for reimbursement.	No fees were identified to be applicable to be calculated based on Insurance Company configuration.
Any applicable title, registration and other fees owed to the claimant are calculated separately by (Insurance Company) and may not be reflected here.	Insurance Company has not configured fees to be calculated for specific state.



# VALUATION METHODOLOGY

This section reviews the CCC Valuation Methodology. This methodology includes identifying the loss vehicle and configuring it, locating comparables and calculating the valuation.

## Example Valuation Methodology:




## VEHICLE INFORMATION

The Vehicle Information section spans several pages and includes Vehicle Details, Vehicle History and Vehicle Equipment.

### VEHICLE DETAILS

This section provides vehicle information, including the Location, VIN, Year, Make, Model, Trim, Body Style, Body Type, Engine information and information about the Transmission and Curb Weight.

#### Example Vehicle Details:

 **VEHICLE INFORMATION**

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**VEHICLE DETAILS**

Location	CITY, ST #####
VIN	#####
Year	2017
Make	Nissan
Model	Rogue
Trim	SV
Body Style	AWD
Body Type	Sports Utility
Engine -	
Cylinders	4
Displacement	2.5L
Fuel Type	Gasoline
Carburation	Sequential MPI
Transmission	Automatic Transmission 4 Wheel
Curb Weight	Drive 3571 lbs

Vehicles sold in the United States are required to have a manufacturer assigned Vehicle Identification Number(VIN). This number provides certain specifications of the vehicle.

Please review the information in the Vehicle Information Section to confirm the reported mileage and to verify that the information accurately reflects the options, additional equipment or other aspects of the loss vehicle that may impact the value.

### VEHICLE HISTORY SUMMARY

This section provides summary information about Experian Autocheck, National Insurance Crime Bureau (“NICB”) and the National Highway Traffic Safety Administration (“NHTSA”).

**NOTE:** Additional information is available in detail further in the MVR.

#### Example History Summary:

**VEHICLE HISTORY SUMMARY**

CCC VINguard®	2 Possible Total Losses	
	2 Vehicle Market History Information	12/03/2019
Experian AutoCheck	No Title Problem Found	

Using the VIN for this vehicle, VINguard® detected discrepancies or prior history requiring additional research.

See Supplemental Information section for additional details.




# VEHICLE INFORMATION

## VEHICLE EQUIPMENT

The Vehicle Equipment information identifies equipment that is either Standard or Additional Equipment for the vehicle using new icons as indicators.

- **Standard:** This equipment is included in the base configuration of the vehicle at the time of purchase.
- **Additional:** Equipment that is not Standard but was noted to be on the loss vehicle.

### Example Vehicle Information:



## VEHICLE INFORMATION

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### VEHICLE EQUIPMENT

Odometer	24,096	
Transmission	Automatic Transmission	✓
	4 Wheel Drive	✓
Power	Power Steering	✓
	Power Brakes	✓
	Power Windows	✓
	Power Locks	✓
	Power Mirrors	✓
	Power Driver Seat	✓
	Power Passenger Seat	☒
Decor/Convenience	Air Conditioning	✓
	Climate Control	✓
	Tilt Wheel	✓
	Cruise Control	✓
	Rear Defogger	✓
	Intermittent Wipers	✓
	Console/Storage	✓
	Overhead Console	✓
	Navigation System	☒
	Keyless Entry	✓
	Telescopic Wheel	✓
	Message Center	✓
	Remote Starter	✓
Seating	Cloth Seats	✓
	Bucket Seats	✓
	Heated Seats	✓
Radio	AM Radio	✓
	FM Radio	✓
	Stereo	✓
	Search/Seek	✓
	CD Player	✓
	Steering Wheel Touch Controls	✓

To the left is the equipment of the loss vehicle that COMPANY provided to CCC.

✓ **Standard** This equipment is included in the base configuration of the vehicle at time of purchase.

☒ **Additional** Equipment that is not Standard but was noted to be on the loss vehicle.






## VEHICLE CONDITION

This section lists the condition ratings of the loss vehicle selected by the appraiser, as well as the value impact based on the condition ratings. If present, Inspection Notes reflect observations from the appraiser, and Inspection Guidelines may be included. Condition adjustments are based on guidelines that describe the physical characteristics for each condition rating, based on age.

**NOTE:** Condition Rating terminology varies by company. This example may not be an exact representation of your company's condition rating descriptions.

### Example Vehicle Condition:


 <b>VEHICLE CONDITION</b>			
<b>COMPONENT CONDITION</b>			
	Condition	Inspection Notes/Guidelines	Value Impact
<b>INTERIOR</b>			
Seats	DEALER	<b>Guideline:</b> Very clean. No tears, holes or burn marks. No wear or bare spots.	\$ 54
Carpets	DEALER	<b>Guideline:</b> Very clean. No tears, holes or burn marks. No wear or bare spots.	\$ 36
Dashboard	DEALER	<b>Guideline:</b> No significant scratches and/or gouges. Components firmly intact and functional. No significant wear.	\$ 36
Headliner	DEALER	<b>Guideline:</b> Very clean. No holes or burn marks.	\$ 36
<b>EXTERIOR</b>			
Sheet Metal	PRIVATE OWNER	<b>Guideline:</b> Few dings. No rust. All panels intact and properly aligned.	\$ 0

**COMPANY**  
uses condition inspection guidelines to determine the condition of key components of the loss vehicle prior to the loss. The guidelines describe physical characteristics for these key components, for the condition selected based upon age. Inspection Notes reflect observations from the appraiser regarding the loss vehicle's condition.

CCC makes dollar adjustments that reflect the impact the reported condition has on the value of the loss vehicle as compared to Private Owner condition. These dollar adjustments are based upon interviews with dealerships across the United States.

The **Total Condition Adjustments** are listed at the bottom of this section. This information is also located on the report summary.

### Example Vehicle Condition:


 <b>VEHICLE CONDITION</b>			
<b>COMPONENT CONDITION</b>			
	Condition	Inspection Notes/Guidelines	Value Impact
Rear Tires	PRIVATE OWNER	<b>Guideline:</b> 41% to 68% of new. Example: Typical new car tires are 11/32, loss measures at 5/32 = 46% (5/11)	\$ 0
<b>Total Condition Adjustments</b>			<b>\$ 162</b>



## VEHICLE FEES

A new section, Vehicle Fees, displays within the MVR for companies with Fee Calculator enabled. This section will be included after the Vehicle Condition section. The Vehicle Fees section lists each individual fee selected for use by the company. The title of each fee is an active URL, when available, leading to a web page containing supporting information regarding that fee from the issuing state government.

### Example Vehicle Fees:



## TITLE, REGISTRATION AND OTHER FEES

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### VEHICLE FEES

Plates are: Transferable

Salvage retained by: Insurance Carrier

**Title Fees**

<a href="#">Certificate of Title</a>	\$ 52.00
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**Plate Fees**

<a href="#">License plate transfer Fee</a>	\$ 20.00
<b>Total Title, Registration and Other Fees</b>	<b>\$ 72.00</b>

Fees listed have been identified to be applicable for reimbursement by the \_\_\_\_\_ based on information provided by \_\_\_\_\_ Fees may include title, registration, license plate transfer and other related state/jurisdictional fees.

Fees are determined by vehicle attributes, provided by the Insurance company, including, but not limited to, vehicle type, size, weight, primary usage, vehicle salvaged, or owner retained

Reference links are provided for informational purposes only. The links and content contained in the links are not produced, maintained or affiliated with CCC, and CCC bears no responsibility for the content provided therein.

**NOTE:** If any fee cannot be calculated or if fees were not selected during valuation submission based on current company configuration for a company with Fee Calculator enabled, no fees will be calculated and this section will display a message in the main panel and sidebar informing the user of the error.

ERROR MESSAGE	SCENARIO
Title, registration and other fees were unable to be determined for this claim. Additional data may be required to calculate applicable fees.	Fees not calculated due to missing data inputs.
Title, registration and other fees were unable to be determined for this claim. Zip+4 may be required to calculate fees.	Zip+4 is unavailable.
Title, registration and other fees were unable to be determined for this claim. Zip+4 and additional data may be required to calculate fees.	Zip+4 and additional data is unavailable.
No fees have been identified by (Insurance Company) as applicable for reimbursement.	No fees were identified to be applicable to be calculated based on Insurance Company configuration.
Any applicable title, registration and other fees owed to the claimant are calculated separately by (Insurance Company) and may not be reflected here.	Insurance Company has not configured fees to be calculated for specific state.



## COMPARABLE VEHICLES

This section identifies comparable vehicles used in determining the value of the Loss Vehicle.

**NOTE:** In the expanded format, up to three comparables are listed per page and shows the option configuration of each as compared to the loss vehicle.

**Comparable vehicles** used in the determination of the Base Vehicle Value are not intended to be replacement vehicles but are reflective of the market value and may no longer be available for sale.

- **List Price** is the sticker price of an inspected dealer vehicle and the advertised price for an advertised vehicle.
- **Take Price** is the amount that the dealership will accept to sell the inspected vehicle, though a lower price may be obtainable through negotiation.
- **Distance** is based upon a straight line between loss and comparable vehicle locations.

### Example Comparable Vehicles:

Options	Loss Vehicle	Comp 1	Comp 2	Comp 3
Odometer	24,096	24,457	21,955	23,107
Automatic Transmission	✓	✓	✓	✓
4 Wheel Drive	✓	✓	✓	✓
Power Steering	✓	✓	✓	✓
Power Brakes	✓	✓	✓	✓
Power Windows	✓	✓	✓	✓
Power Locks	✓	✓	✓	✓
Power Mirrors	✓	✓	✓	✓
Power Driver Seat	✓	✓	✓	✓
Power Passenger Seat	✓	✗	✗	✗
Power Trunk/Gate Release	✗	✗	✓	✓
Air Conditioning	✓	✓	✓	✓
Climate Control	✓	✓	✓	✓
Tilt Wheel	✓	✓	✓	✓
Cruise Control	✓	✓	✓	✓
Rear Defogger	✓	✓	✓	✓
Intermittent Wipers	✓	✓	✓	✓
Console/Storage	✓	✓	✓	✓
Overhead Console	✓	✓	✓	✓
Navigation System	✓	✗	✗	✗
Keyless Entry	✓	✓	✓	✓
Telescopic Wheel	✓	✓	✓	✓
Message Center	✓	✓	✓	✓
Remote Starter	✓	✓	✓	✓

**Comp 1** Updated Date: 11/25/2019  
 2017 Nissan Rogue Sv Awd 4 2.5I  
 Gasoline Sequential Mpi  
 VIN #####  
 Dealership Dealership Name  
 Contact First Last  
 Telephone (###) ###-####  
 Source Inspected Inventory  
 Stock # #####  
 Distance from City, ST  
 0 Miles - City, ST

**Comp 2** Updated Date: 11/03/2019  
 2017 Nissan Rogue Sv Awd 4 2.5I  
 Gasoline Sequential Mpi  
 VIN #####  
 Dealership Dealership Name  
 Telephone (###) ###-####  
 Source Autotrader  
 Stock # #####  
 Distance from City, ST 101 Miles -  
 City, ST

**Comp 3** Updated Date: 11/24/2019  
 2017 Nissan Rogue Sv Awd 4 2.5I  
 Gasoline Sequential Mpi  
 VIN #####  
 Dealership Dealership Name  
 Telephone (###) ###-####  
 Source Autotrader  
 Stock # #####  
 Distance from City, ST  
 107 Miles - City, ST



## COMPARABLE VEHICLES

At the end of the Comparable Vehicle section, the **Adjusted Comparable Value** is listed. This is the dollar amount after adjustments are made to account for differences in make/model/trim, options, mileage to set the comparable to a common condition level, to which the loss vehicle is also compared.

### Example Comparable Vehicles:

Options	Loss Vehicle	Comp 1	Comp 2	Comp 3
Passenger Air Bag	✓	✓	✓	✓
Anti-lock Brakes (4)	✓	✓	✓	✓
4-wheel Disc Brakes	✓	✓	✓	✓
Front Side Impact Air Bags	✓	✓	✓	✓
Head/Curtain Air Bags	✓	✓	✓	✓
Backup Camera	✓	✓	✓	✓
Hands Free	✓	✓	✓	✓
Alarm	✓	✓	✓	✓
Traction Control	✓	✓	✓	✓
Stability Control	✓	✓	✓	✓
Blind Spot Detection	✓	✓	✓	✓
Dual Mirrors	✓	✓	✓	✓
Heated Mirrors	✓	✓	✓	✓
Privacy Glass	✓	✓	✓	✓
Luggage/Roof Rack	✓	✓	✓	✓
Rear Spoiler	✓	✓	✓	✓
Rear Window Wiper	✓	✓	✓	✓
Signal Integrated Mirrors	✓	✓	✓	✓
Clearcoat Paint	✓	✓	✓	✓
Metallic Paint	✗	✓	✗	✗
<b>List Price</b>		\$ 18,500	\$ 18,865	\$ 18,590
<b>Take Price</b>		\$ 18,400		
<b>Adjustments:</b>				
Options		+ \$ 1,561	+ \$ 1,711	+ \$ 1,711
Mileage		+ \$ 23	- \$ 136	- \$ 63
Condition <sup>1</sup>		- \$ 449	- \$ 449	- \$ 449
<b>Adjusted Comparable Value</b>		<b>\$ 19,535</b>	<b>\$ 19,991</b>	<b>\$ 19,789</b>

**Distance** is based upon a straight line between loss and comparable vehicle locations.

<sup>1</sup>The **Condition Adjustment** sets that comparable vehicle to Private Owner condition, which the loss vehicle is also compared to in the Vehicle Condition section.

## ADDITIONAL COMPARABLE VEHICLES


Additional Comparable Vehicles show additional comparables also used in determining the value of the loss vehicle. They are listed in summary format but are adjusted the same as those in the previous section. This display format is optional and may vary based on a company's setup.



## VALUATION NOTES

This section displays any total loss request notes entered by the appraiser, as well as any notes generated by the system or Valuation staff.

### Example Valuation Notes:



## VALUATION NOTES

This Market Valuation Report has been prepared exclusively for use by COMPANY, and no other person or entity is entitled to or should rely upon this Market Valuation Report and/or any of its contents. CCC is one source of vehicle valuations, and there are other valuation sources available.

Regulations concerning vehicle value include State Administrative Code ####-#-##.


## VINGUARD VEHICLE HISTORY

This optional section provides detailed information about Experian Autocheck, NCIB, NHTSA, collision history, previous sales and vehicle title information.

**NOTE:** This information is only available through CCC VINguard®. VINguard identifies historical information about the vehicle, such as potential odometer rollbacks, prior potential total loss information or unrelated prior damage.

### Example VINguard Vehicle History:

## SUPPLEMENTAL INFORMATION



### VEHICLE HISTORY INFORMATION

Using the VIN for this vehicle, VINguard® detected discrepancies or prior history requiring additional research. Please review the information detailed below.

**VINGUARD®**

VINGUARD® Message: VINGUARD has decoded this VIN without any errors

**Previous Total Loss Submission:**

Duplicate VIN ##### - previously submitted by COMPANY on 12/03/2019 claim ref # ##### in CITY, ST

Duplicate VIN ##### - previously submitted by COMPANY on 11/27/2019 claim ref # ##### in CITY, ST

**Vehicle Market History Information:**

This vehicle was reported to CCC on 12/03/2019 Mileage: 24026  
Location: Dealer Advertised in CITY, ST

This vehicle was reported to CCC on 12/03/2019 Mileage: 24026  
Location: Dealer Advertised in CITY, ST



# VINGUARD VEHICLE HISTORY

## Example VINGuard Vehicle History:

### SUPPLEMENTAL INFORMATION



**EXPERIAN® AUTOCHECK® VEHICLE HISTORY REPORT**

TITLE CHECK	RESULTS FOUND
Abandoned	✓ No Abandoned Record Found
Damaged	✓ No Damaged Record Found
Fire Damage	✓ No Fire Damage Record Found
Grey Market	✓ No Grey Market Record Found
Hail Damage	✓ No Hail Damage Record Found
Insurance Loss	✓ No Insurance Loss Record Found
Junk	✓ No Junk Record Found
Rebuilt	✓ No Rebuilt Record Found
Salvage	✓ No Salvage Record Found

EVENT CHECK	RESULTS FOUND
NHTSA Crash Test Vehicle	✓ No NHTSA Crash Test Vehicle Record Found
Frame Damage	✓ No Frame Damage Record Found
Major Damage Incident	✓ No Major Damage Incident Record Found
Manufacturer Buyback/Lemon	✓ No Manufacturer Buyback/Lemon Record Found
Odometer Problem	✓ No Odometer Problem Record Found
Recycled	✓ No Recycled Record Found
Water Damage	✓ No Water Damage Record Found
Salvage Auction	✓ No Salvage Auction Record Found

VEHICLE INFORMATION	RESULTS FOUND
Accident	✓ No Accident Record Found
Corrected Title	✓ No Corrected Title Record Found
Driver Education	✓ No Driver Education Record Found
Fire Damage Incident	✓ No Fire Damage Incident Record Found
Lease	✓ No Lease Record Found
Lien	✓ No Lien Record Found
Livery Use	✓ No Livery Use Record Found
Government Use	✓ No Government Use Record Found
Police Use	✓ No Police Use Record Found
Fleet	✓ No Fleet Record Found
Rental	✓ No Rental Record Found
Fleet and/or Rental	✓ No Fleet and/or Rental Record Found
Repossessed	✓ No Repossessed Record Found
Taxi use	✓ No Taxi use Record Found
Theft	✓ No Theft Record Found
Fleet and/or Lease	✓ No Fleet and/or Lease Record Found
Emissions Safety Inspection	✓ No Emissions Safety Inspection Record Found
Duplicate Title	✓ No Duplicate Title Record Found

CCC provides COMPANY information reported by Experian regarding the 2017 Nissan Rogue (#####). This data is provided for informational purposes. Unless otherwise noted in this Valuation Detail, CCC does not adjust the value of the loss vehicle based upon this information.

**LEGEND :**  
 ✓ No Event Found  
 ⚠ Event Found  
 ⓘ Information Needed

**TITLE CHECK**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no significant title events. When found, events often indicate automotive damage or warnings associated with the vehicle.

**EVENT CHECK**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no historical events that indicate a significant automotive problem. These problems can indicate past previous car damage, theft, or other significant problems.

**VEHICLE INFORMATION**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no vehicle information that indicate a significant automotive problem. These problems can indicate past previous car damage, theft, or other significant problems.

**ODOMETER CHECK**  
 THIS VEHICLE CHECKS OUT  
 AutoCheck's result for this loss vehicle show no indication of odometer rollback or tampering was found. AutoCheck determines odometer rollbacks by searching for records that indicate odometer readings less than a previously reported value. Other odometer events can report events of tampering, or possible odometer breakage.

## NHTSA VEHICLE RECALL

This optional section contains the recall information for the loss vehicle as reported by the NHTSA.



## Version History

Version Number	Revision Date	Description
1.0	08/01/2021	Version history added for tracking; no other changes added.
2.0	08/17/2021	Other supporting fee documentation information added to applicable areas of document.
3.0	12/21/2022	Made language more concise.

