

Customers have the option of selling their vehicle either privately or trade in with a dealer, along with their MPI registered claim(s). The following policy protects both customers and repairers by ensuring that authorization has been given to repair and invoice MPI for payment of repairs and Loss of Use Coverage. The [Authorization for MPI Claim Transfer Policy form](#) identifies the individuals that the claim is being transferred between and the claim number being transferred, as well as, all responsibilities.

1. The original policy owner is required to register the MPI claim (whether it be physical damage or glass) prior to [transfer of ownership](#).
2. Accredited glass repair facilities do not have authorization to open a claim for a new owner under the prior owner's policy. Claims must be opened by the original policy owner.
3. Original owner is required to sign off on any declaration of related damages as part of the loss prior to authorizing claim transfer (including instances such as Owner to Authorize, and a Total Theft walk around).
4. [Loss of Use eligibility](#) is based on the original owner's policy and will need to be verified by Manitoba Public Insurance.
5. Repair shops who are repairing vehicles that have new ownership, but the claim is registered to the previous owner, must obtain a completed *Authorization for MPI Claim Transfer* form prior to starting repairs.
6. Upon completion of the claim repair and/or settlement, the new owner will be responsible for paying any costs, such as deductible, taxes, and betterment, as displayed on the final cost of repairs.
7. Authorization for claim transfer does not replace documents that the repair facility is required by Manitoba Public Insurance to submit to process the claim for payment.
8. The *Authorization for MPI Claim Transfer Policy* form must be submitted at the time of requesting payment.
9. The *Authorization for MPI Claim Transfer Policy* form requires the following fields to be completed:
 - **Customer Name:** the individual who originally registered and is transferring the claim.
 - **Vehicle Information:** the vehicle information which the claim applies to.
 - **New Owner:** the individual who the claim is being transferred to and the new owner of the vehicle.
 - **City/Town:** location where the transfer is occurring.
 - **Claim Number:** the customer's claim number.
 - **Registered Owner:** signature of the individual who originally registered and is transferring the claim.
 - **Name (Business, individual):** the individual who the claim is being transferred to and the new owner of the vehicle.
 - **Signature:** signature of the individual who the claim is being transferred to and the new owner of the vehicle.
 - **Date:** the date the transfer is occurring, and document being completed.