



# Service Bulletin

## WARRANTY ADMINISTRATION

**Subject:** Warranty Administration – Labor Operation 0600018 – Personal Property Damage

**Models:** 2014 and Prior GM Passenger Cars and Light Duty Trucks

**Attention:** GMODC dealers are not authorized to use this bulletin.

*This bulletin is being revised to add model years, update the Labor Operation Information and Transaction Submissions Procedure and general content updates. Please discard Corporate Bulletin Number 09-00-89-008 (Section 00 – General Information).*

The purpose of this warranty administration bulletin is to provide retail and wholesale service personnel with the policies/procedures and the warranty transaction submission procedures that support the Personal Property Damage process.

### What is Personal Property and Personal Property Damage Covered in This Bulletin?

Personal property would be goods located in the vehicle.

Personal Property Damage would be damage to those goods arising out of a claimed product related concern and covered under applicable warranty.

### Examples of Personal Property Damage Claims

- Clothing or other personal items damaged by a seat heater element.
- Water damaged items in trunk or passenger compartment due to a defective weather-strip.
- Torn slacks by the seat frame.
- Customer owned CDs/NAV disks stuck in a return unit per the latest version of Corporate Bulletin Number 05-08-44-024.

### What is Not Considered Personal Property Damage?

- Claims that are the result of a collision, fire, flood, lighting strike, sun or temperature related damage, man-made or natural disasters or involve any bodily injury are not included in this process.
- Damage to the vehicle itself.

### Service Agent Review and Empowerment Guidelines

Effective immediately, Service Agent's Service Management has the ability to react quickly to customer concerns for reimbursement requests of damage to personal property which resulted from a warrantable failure up to \$3,000.

Service Management should review all requests for reimbursement under \$3,000. During this review, Service Management must obtain reasonable documentation from the customer regarding the items of loss and the current value. This may consist of a receipt or estimate of current value from a reputable source concerning the item of loss.

Please review the exclusion list in the "What is Not Considered Personal Property Damage" section. All other claims for personal property loss of up to \$3,000.00 can be handled with this bulletin.

The perspective of the customer, General Motors LLC, and the Service Agent should be considered when determining the amount of reimbursement which is

fair for all parties. Consideration of age and condition of the personal property are some of the typical factors used in these decisions.

Once an agreement is made on the reimbursement amount, Service Management should obtain a signed Claim Acknowledgement Form; obtain the damaged goods; issue a check to the customer; and submit a claim using the below procedures.

### Customer Claim Acknowledgement Form

Complete the "Claim Acknowledgment Form" included with this bulletin and obtain a customer signature.

### Transaction Submissions Procedure

For the Vehicle Repair:

- Use the applicable labor operation number from the Labor Time Guide.
- Submit a ZREG claim. If vehicle is out of warranty and repairs were authorized by Service Management, also select the "Policy" Transaction Flag.

For the Reimbursement of the Damaged Personal Property:

- Submit a ZREG claim with the following:

Repair Performed	Part Count	Part No.	CC	Net Item Type	Labor Op	Labor Hour
Personal Property Damage	0	—	0090	Miscellaneous	0600018	0.2

### Parts and Documentation Retention

Service Agent is required to retain all supporting documents in accordance with the GM Service Policies and Procedures Manual and Dealer Parts Retention guidelines, including but not limited to:

- Signed Claim Acknowledgement Form
- Damaged personal property for which reimbursement was granted
- Customer's receipt showing item purchase date or a document showing the approximate retail value
- Copy of Service Agent's check issued to the customer
- Signed Claim Acknowledgement Form and receipts should be electronically attached to the claim in Global Warranty whenever possible

**Claim Acknowledgment Form**

This document acknowledges the receipt of \$ \_\_\_\_\_ (amount) from:

\_\_\_\_\_ (Dealership's Name)

On behalf of General Motors LLC, which was provided to me as reimbursement for the loss / damage of the following personal property:

\_\_\_\_\_ (Description of item(s))

\_\_\_\_\_ (Description of item(s))

This damage occurred on \_\_\_\_\_ (MM/DD/YYYY).

The vehicle Identification Number (VIN) is \_\_\_\_\_.

The incident did not involve a collision, fire, or bodily injury to myself or others.

\_\_\_\_\_  
(Customer Signature )

\_\_\_\_\_  
(Date)

GM bulletins are intended for use by professional technicians, NOT a "do-it-yourselfer". They are written to inform these technicians of conditions that may occur on some vehicles, or to provide information that could assist in the proper service of a vehicle. Properly trained technicians have the equipment, tools, safety instructions, and know-how to do a job properly and safely. If a condition is described, DO NOT assume that the bulletin applies to your vehicle, or that your vehicle will have that condition. See your GM dealer for information on whether your vehicle may benefit from the information.



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