

Case Handover Checklist

For motor vehicle appraisers: the details we need to start work on a case straight away. Please tick what is enclosed – anything missing can follow later.

1 · Client / injured party

- ☐ Surname, first name
- ☐ Address
- ☐ Phone / mobile
- ☐ E-mail
- ☐ Preferred language (German / Turkish / English)
- ☐ Signed power of attorney (blank form: serpil-sahin.de/downloads/vollmacht.pdf)

2 · Accident details

- ☐ Date and time of the accident
- ☐ Place of accident (town, street)
- ☐ Registration number of the injured party's vehicle
- ☐ Registration number and keeper of the other vehicle
- ☐ Third-party liability insurer + claim number (if known)
- ☐ Police reference number (if recorded)
- ☐ Brief description of events / liability situation

3 · Appraisal & documents

- ☐ Damage appraisal report (complete, with photographs)
- ☐ Repair cost calculation
- ☐ Diminished value stated (yes / no)
- ☐ Loss of use or replacement period
- ☐ Your fee invoice + assignment declaration (if available)
- ☐ Vehicle registration document Part I
- ☐ Repair invoice or cost estimate (if available)
- ☐ Rental car invoice / proof of loss of use (if available)

4 · Already done?

- ☐ Claim reported to the opposing insurer
- ☐ Insurer has already paid or reduced the claim (please enclose the letter)
- ☐ Legal expenses insurance in place (company + policy number)
- ☐ Another lawyer already instructed (yes / no)

How to hand the case over

- By WhatsApp to +49 162 62 100 87 – a voice message works too,
- or by e-mail to info@serpil-sahin.de,
- or directly via the contact options at serpil-sahin.de/en/gutachter.html.
- Reply as a rule within 24 hours.

Note: this checklist is a working aid and does not replace legal advice in an individual case. Please transmit personal data only with your client's consent.