

List of Correct Documents

When submitting a rebate application, please be sure to submit the correct back-up documents. Failure to do so will result in a delay of processing. If you have any questions, please do not hesitate to email us at rewards@bmwcca.org.

Documents required for a SALE

- Completed application (section to the right of the dotted line only)
- A complete copy of the actual sales contract that you signed at the dealership. For a sale, it can be called many things (Retail Installment Contract, Sales Contract, Bill of Sale or even Order Form.) It must be the final contract that you signed.
- If the odometer reading is not on the sales contract, please submit an odometer statement or another document indicating the odometer reading at time of sale.

(A title application, vehicle reassignment form or any form with DMV listed on it is not considered a final sales contract. You can submit it for odometer purposes but it must be included with a signed sales contract.)

Documents required for a LEASE

- Completed application (section to the right of the dotted line only)
- A complete copy of the lease agreement. It is long – you can copy it in parts. We need all the way down to your signature.
- Typically, the odometer reading is in section 4 of the lease agreement. If for some reason it is not listed, please include an odometer statement or another document indicating the odometer reading at time of sale.

Documents Required for a EUROPEAN DELIVERY

- Completed application (section to the right of the dotted line only)
- A copy of the European Delivery Acceptance Receipt – this is the pink form that you signed in Munich. It is a simple form indicating how many keys you were given and how long you have insurance while in Munich. If you do not receive a copy of this in Munich, send in either the sales document or lease agreement and some documentation regarding the date of your European delivery. It is important to remember that you only have 60 days from the date of Munich delivery to submit your application so you will not want to wait for the documents to arrive with the vehicle.

Documents required for a car purchased in your COMPANY NAME

- One of the complete sections above depending on if it is a sale, lease or European Delivery.
- If the car is sold only in the company name, you can still apply if you are an owner or officer of that company and the car resides with you. At time of application, please include a copy of the Articles of Incorporation, a corporate resolution, a notarized letter from another officer or a copy of the official board meeting minutes indicating your position within the company. This will be required for auditing purposes.