

# Instructions for Agents

#### You may assign appraisals on first-party losses:

**In-state Losses:** If the vehicle can be safely driven, assign the appraisal to a convenient Drive-in location included on this list. When using "quick eClaims" to report a new loss, select the "Drive-in appraisal" option located under the "Appraisal Assignment" section. If the vehicle cannot be safely driven, assign the appraisal to a firm listed below or select the "Automatically assigned by eClaims" option under the "Appraisal Assignment" section.

**Out-of-state Losses:** When using "quick eClaims" to report a new loss, select the "Automatically assigned by eClaims" option under the "Appraisal Assignment" section and include all of the requested information for the vehicle location.

Re-inspection Stations (RS). All Drive-in locations are re-inspection stations.

**Motorcycle Appraisals (MC).** Call a VIP Center or an Independent Appraiser's main office for a motorcycle appraisal appointment. Motorcycle appraisals are not available at all Drive-in locations.

Stated Value Appraisals (SV). Call an Independent Appraiser's main office to schedule a stated value appraisal.

## Safety VIP Drive-In Centers

Center	City	Telephone	Fax
North Shore VIP Drive-In (MC)	Danvers	Tel: 877-951-1435	FAX: 978-777-0180
South Shore VIP Drive-In (MC)	Braintree	Tel: 877-951-1435	FAX: 781-849-0175

#### **Independent Field Appraisers**

Center	nter City		Center	City	Telephone/Fax
Advanced Appraisal Service (SV, MC)	Marlboro	508-485-2212 FAX: 508-485-8691	Home & Auto Appraisal (SV, MC)	Dorchester	617-288-0172 FAX: 617-288-4621
Ambro Adjustment (SV, MC)	Mendon	508-634-8478	Needham Appraisal Bureau (MC)	Brighton	617-254-6365 FAX: 617-254-3084
Auto Damage Appraisers (SV, MC)	West Springfield	413-785-1394 FAX: 413-592-0913	Rand Adjustment Bureau (SV, MC)	North Andover	978-258-1525 FAX: 978-258-1858
Baystate Appraisal Service (SV, MC)	Hyannis	508-778-0222 FAX: 508-778-4102	Viking Auto Appraisal Service (MC)	Canton	781-828-3301 FAX: 781-828-3302

### **Heavy Equipment Specialists**

Am	bro	C	A	dj	ju	IS	t	m	1	e	r	nt	
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508-634-8478

City	Appraiser Name / Address / Hours	Telephone	City	Appraiser Name / Address / Hours		Telephone	
Braintree	South Shore VIP Drive-In	877-951-1435	Hyannis	Bay State	508-778-0222		
	(Braintree Executive Park)			760 Main S			
	100 Grossman Drive, Suite 102 M — F: 7:30 AM – 5:30 PM			M/W/F: T/TH:	8 AM – 12 PM 12 PM – 4:30 PM		
				SAT: (Labor Day	9 AM – 12 PM & Memorial Day ONLY)		
Canton	Viking Auto Appraisal Service	781-828-3301	Mendon	Ambro Ad	508-634-8478		
	275 Turnpike St., Rte. 138, Suite 201			25 Hasting			
	M — F: 9:00 AM — 5:00 PM			M — F:	8:00 AM — 4:30 PM		
Danvers	North Shore VIP Drive-In	877-951-1435	West	A.D.A. Appraisal Service		413-785-1394	
	140 Commonwealth Ave., Suite 102		Springfield	51 Park Av			
	M — F: 7:30 AM – 5:30 PM			M — F:	10:30 AM — 4:30 PM		