

CITADEL FUNDING CHECKLIST

CUSTOMER NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VEHICLE: VIN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_YR\_\_\_\_\_\_MAKE\_\_\_\_\_\_MODEL\_\_\_\_\_\_\_\_\_

* COPY OF SERVICE R/O SHOWING WORK DONE TO VEHICLE
* GPS INSTALLATION FORM SIGNED BY CUSTOMER
* GPS INSTALLED AND SHEET SIGNED BY TECHNICIAN
* GPS INSTALLATION VERIFIED BY CITADEL
* COPY OF DOWN PAYMENT RECEIPT OR TITLE TO TRADE
* COPY OF CREDIT REPORT
* SIGNED CREDIT APPLICATION
* VEHICLE BOOK OUT
* COPY OF DRIVERS LICENSE
* COPY OF INSURANCE LISTING CAR AND PURCHASER OF VEHICLE AND SHOW CITADEL FINANCE COMPANY AS THE LIENHOLDER
* AGREEMENT TO PROVIDE INSURANCE FORM
* CITADEL ASSIGNMENT FORM
* REFERENCE RELEASE FORM **COMPLETE** WITH LANDLORD INFO
* TAG/TITLE APPLICATION
* BUYERS ORDER SIGNED BY **GM/GSM**
* CONTRACT DATED ON THE **15TH** OF THE MONTH SIGNED BY **GM/GSM**
* PROOF OF RESIDENCE---NEED MAILING ADDRESS IF P.O. BOX \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* VERIFY PHONE NUMBER / WELCOME CALL
* VERIFIED HIRE DATE
* PROOF OF INCOME WITHIN 30 DAYS (SELF EMPLOYED REQUIRES PREVIOUS YEARS 1099 OR TAX RETURN AND 3 MONTHS BANK STATEMENTS SHOWING INCOME DEPOSITS AND POSITIVE ACCOUNT BALANCE)
* WARRANTY AND GAP FORM
* CARFAX
* PRIVACY POLICY
* EMPLOYMENT VERIFICATION FORM
* BONUS REQUEST FORM AND W9

INTEREST RATE:\_\_\_\_\_\_\_TERM:\_\_\_\_\_\_\_\_\_\_TOTAL FEE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_