



146 South Liberty Dr. Unit 11B
P.O. Box 121
Stony Point, NY 10980
845-942-0020 * Fax 845-942-2810

All Sections Must Be Completed Correctly Before Payment Is Issued To Dealer!

DEALER CHECKLIST FOR FUNDING

APPLICANT SECTION 1 / Requirements prior to Discounting for: _____
(Customer's Name)

- 1. Credit application completed and signed by maker.
- 2. Retail sales order disclosing the sale signed by customer and dealer.
- 3. Copy of valid Driver's License for state of residence for maker.
- 4. Copies of 2 recent pay stubs for maker.
- 5. Proof of maker's residence.
- 6. Verify that references are filled out on the credit application and reference sheet.
- 7. Contract must be signed by maker.

CO-SIGNER SECTION 2

- 1. Credit application completed and signed by co-maker.
- 2. Copy of valid Driver's License for state of residence for co-maker.
- 3. Copies of 2 recent pay stubs for co-maker.
- 4. Proof of co-maker's residence.
- 5. Contract must be signed by co-maker.

DEALER SECTION 3

- 1. Contract must be completed with no blank spaces.
- 2. Doc fees must be added to selling price on the contract.
- 3. Contract must be signed by seller.
- 4. Original and Pink copy of contract must be forwarded to NCFC.
- 5. Insurance verified by dealer prior to releasing to NCFC.
- 6. Trade-In description.
- 7. Copy of the old Title showing no liens pending and signed over to NCFC.
- 8. Spare key supplied to New City Funding Corp. (\$25 fee for no key).
- 9. Lender Systems' contract signed by maker.
- 10. Lender Systems contract signed by co-maker.
- 11. Copy of dealer representation letter.
- 12. Copy of customer delivery notice.
- 13. Proof of deposit.
- 14. Loan applicant must be the title holder.
- 15. Customer Verification of pickup
- 16. Copy of old title and title application (RSA 262:1) showing New City Funding Corp. as lienholder.
- 17. Copy of odometer disclosure statement (TDMV 12).
- 18. All necessary documentation requested is to be included in the package and sent to New City Funding Corp.