



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

**DEALER CHECKLIST FOR DISCOUNTING**

**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. Copies of W-2 for maker.
- 6. Proof of maker's residence must be a utility bill.
- 7. Verify that references are filled out on the credit application.
- 8. 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. Copy of W-2 form for co-maker.
- 5. Proof of co-maker's residence must be a utility bill.
- 6. List at least one reference for the co-maker.
- 7. 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 NCFCC.
- 5. Insurance verified by dealer prior to releasing to NCFCC.
- 6. Trade-In description.
- 7. Extended Warranty section explained, signed, and dated by customer.
- 8. Copy of the Warranty.
- 9. Copy of the old Title showing no liens pending.
- 10. Spare key supplied to New City Funding.
- 11. "On Time" contract signed by maker.
- 12. "On Time" contract signed by co-maker.
- 13. Proof of deposit.
- 14. Loan applicant must be the title holder.
- 15. Copy of MV-82 and MV-50 showing New City Funding, Corp with lien filing code **66932** for NYS Titles only.
- 16. All necessary documentation requested is to be included in the package and sent to New City Funding Corp.