



National Funding Checklist
Refer to Call Back for actual Buy Rate, Flat and Fees

The following documents are required for all contract packages:

- ___ **Crescent Approval** (Valid for 30 days or until 1 day before first payment)
- ___ **Original Contract** - (Laser – each page must be initialed)
- ___ **Credit Application** - completed and signed
- ___ **Buyer’s Order**
- ___ **Invoice** (new vehicles) or **Bookout** (used vehicles)
- ___ **Title Application** - reflecting ELT Code and **Crescent Bank** as lienholder at **PO Box 245, Addison, TX 75001**.

**eContracting available through
RouteOne and DealerTrack*

Contact:

Credit Team:

Phone: (866) 377-1933
 Fax: (866) 243-4193
 Email:

nationalcreditdepartment@cbtno.com

Funding Team:

Phone: (844) 462-2866
 Fax: (844) 228-2265

Email: verifications@cbtno.com
 (Include application # in subject line)

Fedex:

4054 Willow Lake Blvd.
 Suite 2081
 Memphis, TN 38153

UPS/USPS:

4054 Willow Lake Blvd.
 Suite 2081
 Memphis, TN 38118
 *A \$50 shipping fee will be charged, if the contract package is not sent to the

All applicants must be on title.

- **PA** – MV1 if New and MV4 if Used
- **OK** – Lien Entry Form required
- **NJ** – PO Box 61813, New Orleans, LA 70161
- **NV**- Guarantee of Title Acceptable

State	ELT Code
AZ	721195686
CA	HBQ
CO	E721195686002
FL	201590388
GA	1104274404
LA	EBCF
MD	2790
MI	LH064956
NC	30240171
NE	16802365
NJ Corp Code	239074909701610

State	ELT CODE
NV	CR0004
NY	67710
OH	E01472
PA	72-1195686-01
SC	31103959
SD	721195686
TX	72119568600
VA	CBT09
WA	CBT09
WI	132963

___ **References** - (5) personal references including name, relationship, and complete phone number.

___ **Driver License** - All applicants must have a current valid Driver’s License. Include a clear legible copy with funding package. ID Cards & Learners Permits are not eligible.

___ **Proof of Income** - Minimum 90 days on current job at time of application.

- **Wage Earner** - Current paystub (must be the most recent pay period); W2’s accepted up to 3/31 of current year.
- **NOT ELIGIBLE: Self Employed, Ride Share and App Delivery Drivers**
- **1099 / Contract Employee** - 3 months consecutive personal bank statements (NSF’s/overdraft not permitted)

___ **Auto Insurance Coverage** - All applicants must be insured. \$1000 max deductible; 6-month policy required.

Lienholder/ Loss Payee

Crescent Bank, PO Box 245, Addison, TX 75001

For faster funding, ensure the vehicle is covered and all applicants are insured.

___ **Warranty Binder** (Min. 24 mo. / 24K miles)

___ **GAP Binder** (Effective 9/1: CBT GAP NOT ELIGIBLE)

___ **Miscellaneous Stipulations as listed on Approval**

___ **Assignment Letter** - if contract not assigned to CBT

___ **Odometer Statement** - if no odometer statement on Title Document or Buyers Order.

___ **Proof of Residence** - Only required if stipulated on the call back. Must be dated within last 30 days.

Acceptable POR documents include Cell Phone Bill (excluding prepaid cell phone), Utility Bill, Bank/Mortgage Statement, Credit Card Statement (if listed on bureau), Military Orders (military residing in barracks).

Contract must be received by Crescent Bank within 20 days of Approval.
 Loan Decision valid for 30 days from approval date or until 1 day before first payment date, whichever is sooner.