

Dealer Funding Checklist

All loan packets must be uploaded to the Lake Trust share file or mailed to Lake Trust Credit Union, 4605 S Old US Highway 23, Brighton, MI 48814.

Member Name: _____ App ID #: _____

Dealership Name: _____

- Printout of Route One or Dealer Track Approval Sheet**
- Evidence of insurance
- Copy of purchase agreement
- RBPN – Risk Base Pricing Notice.
- Proof of income on borrowers when requested per stipulation – unless waived.
- Meets all standard rate sheet and funding advance requirements.
- Completed and signed approved Lake Trust Credit Union customized vehicle contract of sale. (If uploading to the Lake Trust share file, please include front and back copy of the vehicle contract of sale.)
- Copy of original invoice or N.A.D.A. book sheet. (current month, Central edition)
- All current members and non-members, primary buyers in “first position” must complete Lake Trust Credit Union membership application. If new member, completed Lake Trust CU membership application and check payable to Lake Trust CU for \$5.00. Please No Cash! Will short fund if authorized.
- Completed and signed credit application
- Visible copy of valid driver’s license (front and back) for all parties on the loan and any new additional members on membership form.
- Verification of current address:** (DL, back of DL if change has been reflected, utility bill, paystub, recent W2, credit card or cell phone bill (within last 30 days), bank statement (within last 30 days), Mortgage, lease or rental agreement (with landlord’s phone number), life, health, home, or auto insurance, title and registration, other government documents (such as a tax bill), or Current Students: college transcript or high school report card). **P.O. Boxes (Must have proof of physical address along with proof of the P.O. Box.)**
- Service contract and/or CL/AH/GAP documentation.
- Validated RD108 on all motorized vehicles, motorcycles and travel trailers. TR11 on boats and UCC1 on all non-titled equipment such as boat motors and trailers, snowmobiles and all non-titled power sport equipment.
- Any documents required to satisfy any imposed condition(s) (proof of judgment, etc.)
- “Non-US Citizens may not be approved for repayment terms beyond their residency or immigration status.”**
- Docu-sign certificate of completion or e-sign certificate if signing electronically or by docu-sign for borrower signatures.

For all questions, help or supplies, please call:

Main Contact Number, Loan Staff: 517.267.7175 or 888.267.7175. Missing Stipulations Fax to 888-267-7054 or upload to Lake Trust Share File

DEALER RELATIONS OFFICERS:

Bill Thomas 517.267.7273 or cell 517.899.8155 (Eastern Division)

Todd Cross 517.267.1150 or cell 269.998.4162 (Western Division)