



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!
OHIO DEALER CHECKLIST FOR FUNDING

APPLICANT SECTION 1 / Requirements prior to Funding for: _____

(Customer's Name)

- 1. NCFC Credit application completed and signed by applicant.
- 2. Retail sales order disclosing the sale signed by applicant and dealer.
- 3. Copy of valid Driver's License for state of residence for applicant (if applicant has a permit or an ID card then they have to add a co-applicant).
- 4. Copies of 2 recent pay stubs for applicant.
- 5. If Self Employed or Job letter applicant-send 3 recent bank statements.
- 6. Proof of maker's residence must be a utility bill, lease agreement or cell phone.
- 7. Verify that references are filled out on reference sheet.
- 8. Contract must be signed by applicant.

CO-SIGNER SECTION 2

- 1. NCFC Credit application completed and signed by co-applicant.
- 2. Copy of valid Driver's License for state of residence for co-applicant.
- 3. Copies of 2 recent pay stubs for co-applicant.
- 4. If Self Employed or Job letter applicant send 3 recent bank statements.
- 5. Proof of co-applicant residence must be a utility bill, lease agreement or cell phone bill.
- 6. Contract must be signed by co-applicant.

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 mailed to NCFC.
- 5. Insurance binder sent to NCFC showing \$500 Dedt and NCFC as loss payee.
- 6. Trade-In description and VIN #.
- 7. Copy of the old Title showing no liens pending.
- 8. Fully functional spare key supplied to New City Funding (or a \$25 fee).
- 9. "Starter Interrupter Disclosure" contract signed by applicant and co-applicant.
- 10. Proof of deposit.
- 11. Customer Delivery Notice signed by applicant and co-applicant.
- 12. Delivery Representation Letter signed by dealer.
- 13. Copy of Ohio Title (lien release if necessary) and a copy of title application form BMV 3774 with New City Funding Corp as lien holder.
- 14. Customer Verification of pickup.

All necessary documentation requested is to be included in the package and sent to New City Funding Corp