



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 Funding 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 (for self-employed applicants).
- 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. 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. Copy of the old Title showing no liens pending.
- 8. Fully functional spare key supplied to New City Funding.
- 9. "AutoPay Code" contract signed by maker and co-maker.
- 10. Proof of deposit.
- 11. Customer Delivery Notice signed by maker and co-maker .
- 12. Delivery representation letter signed by dealer.
- 13. Copy of signed Pennsylvania Title (lien release if necessary) with forms MV-4ST and MV38L completed with New City Funding Corp. as lien holder (NCFCC's lien filing code 54218791601).
- 14. All necessary documentation requested is to be included in the package and sent to New City Funding Corp