



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 Discounting for:** \_\_\_\_\_  
(Customer's Name)

- 1. 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 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. Verify that references are filled out on reference sheet.
- 7. Contract must be signed by maker.
- 8. Proof of residence must be a utility bill, lease agreement or cell phone bill.

### CO-SIGNER SECTION 2

- 1. 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/bank statements if applicable.
- 4. Proof of residence.
- 5. 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 forwarded to NCFC.
- 5. Insurance binder showing \$500 dedt.and NCFC as loss payee.
- 6. Trade-In description.
- 7. Copy of the old Title showing no liens pending and signed over to NCFC.
- 8. Spare key supplied to New City Funding (\$25 fee for no key).
- 9. Lender Systems' contract signed by applicant and co-applicant.
- 10. VSI form signed by applicant and co-applicant.
- 11. Copy of dealer representation letter.
- 12. Copy of customer delivery notice.
- 13. Loan applicant must be the title holder.
- 14. Customer Verification of pickup
- 15. Copy of title application (H-13) showing New City Funding as lienholder.
- 16. All necessary documentation requested is to be included in the package and sent to New City Funding Corp