

# Loan Application Checklist

WE WILL NOT BEGIN PROCESSING YOUR LOAN UNTIL  
WE HAVE ALL OF THE NECESSARY DOCUMENTS

**START HERE For ALL Types of Loans** *Fill in this information COMPLETELY*

- ☐ Check for Secured "Vehicle" Loans or Unsecured "Signature" Loans
  - ☐ Choose "Individual" or "Joint" Credit
  - ☐ Amount Requested and Length of the Loan
  - ☐ Repayment Option (Choose only ONE option by checking the appropriate box)
  - ☐ "Personal" Section-Check the correct box and ADD DESCRIPTION - Add Details for Vehicle
  - ☐ Be sure to include a **PERSONAL** email address - NOT A SCHOOL EMAIL for privacy purposes
  - ☐ Details of Employment - Fill out all sections of Employment Details
  - ☐ List Name and Phone Number (including Area Code) of Nearest Relative Not Living with You
  - ☐ **Page TWO** Enter "ASSETS" including Bank Name and Balances - Real Estate and Auto Info Too
  - ☐ Enter "OUTSTANDING DEBTS" Rent/Mortgage Payments, Credit Card Debts and Auto Payments
  - ☐ MONTHLY INCOME of all parties on the loan
  - ☐ Proof of Income (Current pay stubs, W-2 or Current Year Tax Returns) - Required ALL Applicants
- PROCEED TO APPROPRIATE SECTION (A, B, C or D) TO COMPLETE THE APPLICATION**

## A. NEW or USED Vehicle Purchased from a DEALER

- ☐ Send a copy of the Bill of Sale from the Dealer - Needed **BEFORE** we can process the loan.
- ☐ For USED Vehicles: List the Make, Model & VIN Number & any extra options (i.e., sunroof, etc.)
- ☐ List the MILEAGE on the vehicle.

## B. USED Vehicle Loans Purchased from a PRIVATE PARTY

- ☐ List the Make, Model, Trim-Level and VIN Number & any extra options on the vehicle (i.e., sunroof)
- ☐ Copy of the Title (Front and Back)
- ☐ Include the name of the Seller who the check will be payable to
- ☐ Copy of the Bill of Sale
- ☐ List the MILEAGE on the vehicle

## C. RENEWING Your Vehicle Loan

- ☐ List the Make, Model, Trim-Level and VIN Number & any extra options on the vehicle (i.e., sunroof)
- ☐ Include the Name, Phone Number and Account Number of your **CURRENT** lender so that we can verify the payoff amount
- ☐ List the MILEAGE on the vehicle

## D. UNSECURED Signature Loans (Example: Debt Consolidation, Home Repairs, etc.)

- ☐ Check the box for the SPECIFIC REASON for the loan (if "Other", fill in the reason for the loan.)
- ☐ For Debt Consolidation Loans - List the name(s) of the Credit(s) **AND** amount paid to each (i.e., credit card company). All loan checks will be payable to the Credit(s).

QUESTIONS? Call us at (708) 229-0322