

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)
 - ☐ MORTGAGEMENT 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 (781) 229-0112