

DEAL COMPLETION CHECKLIST

Customer Name(s)	Deal/Stock No.	Date
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| <input type="checkbox"/> Fully completed buyer's order, signed by Customer(s) and Dealer Manager | <input type="checkbox"/> Disclosure of Prior Use of New Vehicle (if required) |
| <input type="checkbox"/> Payment for vehicle in full amount owed consisting of:
<input type="checkbox"/> Down payment received in full | <input type="checkbox"/> Demonstrator Disclosure (if required) |
| <input type="checkbox"/> Fully completed and signed RISC or Lease | <input type="checkbox"/> Disclosure of Recall Status (used car, if required) |
| <input type="checkbox"/> Cash, checks, or other negotiable instruments | <input type="checkbox"/> Trade Title or Trade Title payoff direction/guarantee completed and signed (if applicable) |
| <input type="checkbox"/> Promissory Note | <input type="checkbox"/> Trade Evaluation Form completed and signed by customer (if applicable) |
| <input type="checkbox"/> Information necessary for IRS 8300 (if appropriate) | <input type="checkbox"/> Vehicle History Report on Vehicle Sold (Used Only) |
| <input type="checkbox"/> Completed and signed credit application with customer income information in the customer's hand (if appropriate) | <input type="checkbox"/> Vehicle History Report on trade (if appropriate) |
| <input type="checkbox"/> Copy of credit report (if applicable) | <input type="checkbox"/> Copy of the Used Car Buyers Guide signed by buyer (if applicable) |
| <input type="checkbox"/> Proof of submission(s) for credit approval and responses (if applicable) | <input type="checkbox"/> Signed proof of insurance and verification form |
| <input type="checkbox"/> Vehicle year, model, and equipment match disclosure to finance/lease source (if appropriate) | <input type="checkbox"/> Copy of Buyer's license to drive |
| <input type="checkbox"/> Privacy Notice (if applicable) | <input type="checkbox"/> Warranty documentation (if applicable) |
| <input type="checkbox"/> Notification to co-signer fully completed and signed (if applicable) | <input type="checkbox"/> All equipment installed or We Owe completed and signed |
| <input type="checkbox"/> Registration paperwork fully completed and signed | <input type="checkbox"/> Items Due from Buyer Form (optional) |
| <input type="checkbox"/> Odometer statement for vehicle purchased fully completed and signed | <input type="checkbox"/> F&I Menu or VPP program document with standardized starting prices for voluntary protection products completed, initialed, and signed |
| <input type="checkbox"/> Odometer statement for trade fully completed and signed (if appropriate) | <input type="checkbox"/> Compliance with Fair Lending Plan documented |
| <input type="checkbox"/> Necessary powers of attorney fully completed and signed | <input type="checkbox"/> Copies of F&I product documentation (if applicable) |
| <input type="checkbox"/> Damage disclosure completed and signed (if applicable) | <input type="checkbox"/> Proof of OFAC Compliance |
| | <input type="checkbox"/> Proof of Red Flags Compliance |
| | <input type="checkbox"/> Risk Based Pricing Exception Notice/Credit Score Disclosure |

Notes: _____
