

# 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"/> Payment for vehicle in full amount owed consisting of: <ul style="list-style-type: none"> <li><input type="checkbox"/> Down payment received in full</li> <li><input type="checkbox"/> Fully completed and signed RISC or Lease</li> <li><input type="checkbox"/> Cash, checks, or other negotiable instruments</li> <li><input type="checkbox"/> Promissory Note</li> </ul> <input type="checkbox"/> Information necessary for IRS 8300 (if appropriate) <input type="checkbox"/> Completed and signed credit application with customer income information in the customer's hand (if appropriate) <input type="checkbox"/> Copy of credit report (if applicable) <input type="checkbox"/> Proof of submission(s) for credit approval and responses (if applicable) <input type="checkbox"/> Vehicle year, model, and equipment match disclosure to finance/lease source (if appropriate) <input type="checkbox"/> Privacy Notice (if applicable) <input type="checkbox"/> Notification to co-signer fully completed and signed (if applicable) <input type="checkbox"/> Registration paperwork fully completed and signed <input type="checkbox"/> Odometer statement for vehicle purchased fully completed and signed <input type="checkbox"/> Odometer statement for trade fully completed and signed (if appropriate) <input type="checkbox"/> Necessary powers of attorney fully completed and signed <input type="checkbox"/> Damage disclosure completed and signed (if applicable)	<input type="checkbox"/> Disclosure of Prior Use of New Vehicle (if required) <input type="checkbox"/> Demonstrator Disclosure (if required) <input type="checkbox"/> Disclosure of Recall Status (used car, if required) <input type="checkbox"/> Trade Title or Trade Title payoff direction/guarantee completed and signed (if applicable) <input type="checkbox"/> Trade Evaluation Form completed and signed by customer (if applicable) <input type="checkbox"/> Vehicle History Report on Vehicle Sold (Used Only) <input type="checkbox"/> Vehicle History Report on trade (if appropriate) <input type="checkbox"/> Copy of the Used Car Buyers Guide signed by buyer (if applicable) <input type="checkbox"/> Signed proof of insurance and verification form <input type="checkbox"/> Copy of Buyer's license to drive <input type="checkbox"/> Warranty documentation (if applicable) <input type="checkbox"/> All equipment installed or We Owe completed and signed <input type="checkbox"/> Items Due from Buyer Form (optional) <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"/> Compliance with Fair Lending Plan documented <input type="checkbox"/> Copies of F&I product documentation (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
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