



CONTRACT PACKAGE CHECKLIST

Lienholder Address: PO Box 583 Monroe, GA 30655
Funding Address if sending Fed-ex or UPS: 310 North Broad St. Monroe, GA 30655
30655 Funding Address if mailing USPS: PO Box 583 Monroe, GA 30655

DEALER NAME: _____ **APPLICATION NO.:** _____

CUSTOMER NAME: _____ **VEHICLE:** _____

- _____ Amount financed, term, rate and vehicle match Affinity Bank approval/counter offer sheet from DealerTrack or RouteOne DealerTrack or RouteOne Approval Sheet
- _____ Completed contract with customer(s) and dealer signatures & reassignment section to Affinity Bank completed & signed by dealer
- _____ Credit application signed by applicant and if joint, signed by co-applicant
- _____ Valid Driver's License for all borrowers
- _____ Joint application box checked and initialed by both on credit application (if joint loan)
- _____ Copy of Buyers Order or Bill of Sale (Must match contract)
- _____ Copy of Invoice on New vehicle
- _____ Copy of invoice for any additional added equipment (if applicable)
- _____ Used Vehicle Bookout sheet (verify vehicle year, make, model, vin, miles/used, matches approval)
- _____ Title Application showing Affinity Bank as lienholder with customer signature
- _____ **Lienholder Address: Affinity Bank P.O. Box 583 Monroe, GA 30655**
- _____ **Electronic Titling GA # 101588003840, SC # 34622036, NC # 000047628466, FL # 0258534535, VACFA06**
- _____ MUST include the Notice of Co-Signer form on Joint Applicants if only one person or entity will be listed on the title
- _____ Odometer statement signed by customer(s)
- _____ Agreement to Provide Insurance completed verifying coverage, loss payee box checked showing Affinity Bank as loss payee with Deductible Amounts and customer & dealer signatures
- _____ Gap Insurance waiver showing Affinity Bank as lienholder and customer signature Name of Gap Company must be listed on Contract & Buyers Order
- _____ Service Contract or Maintenance Agreement showing Affinity Bank as lienholder with customer signature. Name of Warranty/ Maintenance Agreement Company must be listed on Contract & Buyers
- _____ VSI \$99.00 disclosed on contract if charging customer (On Law enter amount on line 4B & Vendor's Single Interest section complete; On Bankers form, enter on any line n - t, and complete Single Interest Insurance section)
- _____ * Can NOT Charge in state of SC *
- _____ Stips provided as requested (POR, POI, Refs, All others requested per call back)