



CONTRACT PACKAGE CHECKLIST

Lienholder Address: PO Box 583, Monroe, GA 30655
Funding Address if sending Fed-ex or UPS: 310 N. Broad St., Monroe, GA 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 DS 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 PO Box 583 Monroe, GA 30655
Electronic Titling GA # 101588003840, SC # 34622036, NC # 000040347675, FL # 0258534535,
MD # 0000010810, TX # 30103029200, PA # 30103029201, and VA # CFA06
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 Dealer Select as loss payee with Deductible Amounts and customer & dealer signatures
- _____ Gap Insurance waiver showing Affinity Bank Dealer Select as lienholder and customer signature. Name of Gap Company must be listed on Contract & Buyers Order
- _____ Service Contract or Maintenance Agreement showing Affinity Bank Dealer Select as lienholder with customer signature. Name of Warranty/ Maintenance Agreement Company must be listed on Contract & Buyers Order.
- _____ VSI \$129.00 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)