



Dealer Funding Checklist **Lender: Liberty FCU**

- ✓ **1. Original Installment Contract** - Signed and dated by customer and dealer, all customer initials bottom right corner of all pages if applicable. First payment 30-45 days from contract date. *Assignment section: Liberty FCU 'Assigned Without Recourse' box checked off*
- ✓ **2. Credit Application** - Signed by all applicants, all customer Initials bottom right corner of all pages, both customer Initials at the top of page 1 for Joint Credit
- ✓ **3. Title Application - Liberty FCU listed as lienholder:**
 - Liberty FCU
 - P.O. Box 5129
 - Evansville, IN 47716-5129
- ✓ **4. Report of Sale (California) Buyers Order/Bill of Sale (all other states)**
- ✓ **5. Odometer Statement** - Correct mileage listed.
- ✓ **6. Valid Drivers License for all applicants**
- ✓ **7. Agreement to Provide Insurance** - Loss Payee: Liberty FCU
 - Liberty FCU
 - P.O. Box 692134
 - San Antonio, TX 78269-2134
- ✓ **8. Invoice / Book Sheet** - Signed by Dealer If dealership name not printed on book sheet. Wholesale/Retail values. Recent Date. Must Include VIN.
- ✓ **9. Evansville Teachers Membership Application Form** - One application per applicant
- ✓ **10. Gap / Warranty / Service Agreements (if applicable)** - Terms to match contract. Warranty minimum 24/24,000.
- ✓ **11. Co Signer Agreement (If Applicable)**
- ✓ **12. Proof of Income (If applicable)** - Paystub within 30 days of contract date. If self-employed last 3 months of personal bank statements.
- ✓ **13. Proof of Residence (If applicable)** - If DL address does not match Contract address will need POR. Utility bill dated within 30 days of contract date (Electric, Water, Internet), Paystub, vehicle registration, tax bill.
- ✓ **14. References (If requested)** - Names, phone numbers required.

Fed Ex
Suite# 5065
4054 Willow Lake Blvd
Memphis, TN 38153

UPS / USPS
Suite #5065
3268 Progress Way
Wilmington, OH 45177-7700

*** All Information Is subject to verification. Additional documents may be required prior to funding, based on verifications**