

## Auto Purchase Checklist

*Vehicles 6 years old and newer*

Following is a list of paperwork that needs to be completed and turned into the credit union to be able to complete the processing and disbursement of funds for your auto loan. Some of the paperwork must be provided by the member and some must be provided by the dealer depending on if you're purchasing from a private individual or a car dealership.

<i>Dealer</i>		<i>Individual</i>		<i>Refinance</i>	
New Car	Used Car	Used Car			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
		<input type="checkbox"/>			2
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	4
				<input type="checkbox"/>	5
				<input type="checkbox"/>	6
<input type="checkbox"/>	<input type="checkbox"/>				7

**Provided by Member**

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- 1 Completed Loan Application
- 2 Purchase Agreement
- 3 NADA Guides for value of vehicle
- 4 Insurance Binder
- 5 Payoff Authorization
- 6 10 Day payoff quote

**Provided by Dealer**

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- 7 Purchase Agreement

**Descriptions / Comments**

1. **Completed Loan Application** – It's a good idea to get preapproved before you start looking for a vehicle to purchase. Especially if you are working with a dealer. A "cash" offer without any dealer financing will usually give you the best deal.
2. **Purchase Agreement / Private Individual** – We need a document that says what you've agreed to pay for the vehicle. This could be a simple handwritten document that you and the buyer sign. Nebraska also requires a notarized Bill of Sale when you license your vehicle. We can provide you a copy of this document if you wish.

3. **NADA Guides** – We use this to determine the value of the vehicle you are purchasing. You can run this yourself at [www.NADAGuides.com](http://www.NADAGuides.com) or we can run it for you. You can use the Vehicle Information Form below to make sure you have all the specifics.
4. **Insurance Binder** – We will need a binder from your insurance carrier that shows that the new vehicle is insured and lists Lincoln SDA Credit Union as the lienholder. Your insurance company can fax this document to 402-489-9161.
5. **Payoff Authorization** – We will provide this document if you are refinancing your vehicle with Lincoln SDA Credit Union.
6. **10-day Payoff Quote** – This is required if you are refinancing. It's a letter from the current lender stating the Name and Address of the lender, your account number with the lender and the total required to pay off the existing loan in the next 10 days. This can be faxed to 402-489-9161.
7. **Purchase Agreement** – If you are purchasing a new car from a dealer they will provide a purchase agreement stating the sales price of the vehicle as well as the specifics of the vehicle you are purchasing. You can bring this in or have the dealer fax it to 402-489-9161.

**Vehicle Information Sheet**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ Body Style: \_\_\_\_\_

Mileage: \_\_\_\_\_ VIN: \_\_\_\_\_

Other Features / Options:

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