



PERFORMANCE FINANCE™ FUNDING CHECKLIST (REVISED: 8.1.2021)

When submitting a Promissory Note, Disclosure and Security Agreement (Contract) for processing please refer to this dealer checklist and include all required documentation. Errors or omissions will result in the Contract being pended and will delay funding.

1. Credit Approval

Important: Approval is applicant, asset, and amount financed specific; a change in any of the information will require credit review and will delay funding.

- Credit Approval

2. Credit Application

Important: Must be a Performance Finance credit application.

- Applicant's Signature
- Co-Borrower's Signature (if applicable)
- If two borrowers, Joint Intent section checked and initialed

3. Promissory Note, Disclosure and Security Agreement (Contract)

Important: Prior approval from Performance Finance is required before submitting for funding. Discrepancies between the contract and the approval will delay funding.

- Name(s) and address of borrower(s) listed at the top of the Contract
- Description of Motor Vehicle Purchased section filled in completely and accurately
- Federal Truth-In-Lending Disclosure section filled in completely and accurately
- Payment Schedule section filled in completely and accurately
- Itemization of Amount Financed section completed accurately
- Optional Credit Insurance section must be completed if credit insurance is being financed in the contract
- Optional Guaranteed Auto Protection (GAP) section must be completed if the customer is financing GAP coverage
- Interest rate (APR) on the contract stated again under the Promise to Pay disclosure
- Borrower's signature
- Co-Borrower's signature (if applicable)
- Contract Date

4. Bill of Sale

- Copy of itemized Bill of Sale/Sales Receipt

5. Driver's License

Important: A copy of a valid driver's license is required from all borrowers for consumer identity purposes. We will not fund a contract without that information.

- Copy of Borrower's license
- Copy of Co-Borrower's license (if applicable)
- Driver's License should match the contract address (if addresses do not match, further identifying information may be required)

6. Title Paperwork

Important: Contracts will be pended if copies of the following are not included. MSO, title, title application, guarantee of lien holder letter, UCC-1 or other state document that specifies:

- Borrower's name and address
- Asset information
- "Performance Finance" listed as the lien holder.
Lienholder address is: P.O. Box 18887, Reno, NV 89511

7. Insurance Information

Important: All contracts on **street legal vehicles** over \$5,000 amount financed require full coverage insurance on the vehicle.

- Copy of customer's insurance policy or binder showing Performance Finance as loss-payee, or completed and signed copy of Performance Finance's Agreement to Provide Insurance document.

Please note: an insurance binder is required for street legal vehicles on loan amounts of \$25,000 and greater.

8. Supporting Documents and Information (when applicable)

- References – name, city, state, and phone number
- Cell phone number or alternate number
- Extended Service Plan contract
- GAP Protection documentation
- Pre-paid Maintenance Plan documentation
- Tire and Wheel Plan documentation

Contract Packages may be uploaded in DecisionLender, faxed, or mailed to Performance Finance.

