

### AUTO LOAN CHECK LIST

	<b>PUCHASING A VEHICLE FROM A PRIVATE PARTY*</b> <b>*If purchasing a vehicle that is financed, also refer to the following section</b>
	<b>1. COPY OF VEHICLE REGISTRATION</b> Document kept in the vehicle that shows who are the registered owners and legal owners.
	<b>2. SELLER CONTACT INFORMATION</b> Name and phone number of the person you are purchasing the vehicle from in the event that there are questions. Name _____ Phone No. _____
x	<b>Upon loan approval, we will call you to schedule a date and time to sign your loan documents.</b>
	<b>3. CERTIFICATE OF INSURANCE</b> This document may be called different names by different insurance companies (e.g., binder, policy declaration, etc). It confirms that the vehicle that you are purchasing will have full insurance coverage (collision & comprehensive) with a maximum deductible of \$500. Inform your agent that you are financing the vehicle with us and to name Wailuku Federal Credit Union as the loss payee on the policy. The insurance company will request the make, model, year, and VIN of the vehicle.
	<b>4. CERTIFICATE OF TITLE</b> Document that provides legal ownership of the vehicle.
	<b>5. CURRENT ODOMETER READING</b> _____ miles This information is required on the Certificate of Title to register the vehicle.
	<b>6. GOLD COPY OF CURRENT SAFETY INSPECTION</b> To be turned in to the Department of Motor Vehicle Registration together with the Certificate of Title
	<b>7. \$20.00, CASH OR CHECK</b> (made payable to the Director of Finance) May be included with your loan or withdrawn from your Credit Union account

	<b>REFINANCING AN EXISTING LOAN*</b> <b>*If purchasing a vehicle from a private party, also refer to the previous section</b>
	<b>1. LOAN STATEMENT</b> Copy of your most recent loan statement showing the loan balance.
	<b>2. WRITTEN PAYOFF AMOUNT</b> Obtain loan payoff amount ( <b>in writing</b> ) 10 days from date requested (e.g., if today is the 15 <sup>th</sup> , ask for payoff amount as of the 25 <sup>th</sup> ).
	<b>3. COPY OF VEHICLE REGISTRATION</b> Document kept in the vehicle that shows who are the registered and legal owners.

	<p><b>4. CERTIFICATE OF INSURANCE</b> This document may be called different names by different insurance companies (e.g., binder, policy declaration, etc). It confirms that the vehicle that you are purchasing will have full insurance coverage (collision &amp; comprehensive) with a maximum deductible of \$500. Inform your agent that you are financing the vehicle with us and to name Wailuku Federal Credit Union as the loss payee on the policy. The insurance company will request the make, model, year, and VIN of the vehicle.</p>
	<p><b>5. POWER OF ATTORNEY</b> Document provided by the credit union that authorizes the credit union to sign on behalf of the borrower (buyer) on any document issued by the Director of Finance that is necessary to transfer the ownership of the vehicle being financed. Avoids having the borrower (buyer) sign the Certificate of Title after it is received.</p>
	<p><b>6. BILL OF SALE - If purchasing vehicle from a private party</b> Document provided by the credit union that transfers the title and interest of the vehicle from the seller to the buyer (borrower) upon payment. Seller must sign the document prior to the loan being completed. Avoids having the seller sign the Certificate of Title after it is received.</p>
	<p><b>7. \$20.00, CASH OR CHECK</b> (made payable to the Director of Finance) May be included with your loan or withdrawn from your Credit Union account</p>

	<b>PURCHASING AUTO FROM A DEALER</b>
	<p><b>1. PURCHASE ORDER OR INVOICE</b> Document provided by the dealer that describes the vehicle being purchased, purchase amount, financed amount, etc.</p>
	<p><b>2. MANUFACTURER'S SUGGESTED RETAIL PRICE (MSRP)</b> Documentation showing the Manufacturer's Retail Price (MSRP) of the vehicle.</p>
	<p><b>2. LETTER OF GUARANTY</b> Document provided by the dealer that ensures that the Certificate of Title naming the Credit Union as legal owner of the vehicle will be delivered to the Credit Union upon receipt of the loan proceeds.</p>
	<p><b>3. DEALER CONTACT INFORMATION</b> Name and phone number of the person at the dealer we can contact in the event that there are any questions. Name _____ Phone No. _____</p>
	<p><b>4. CERTIFICATE OF INSURANCE</b> This document may be called different names by different insurance companies (e.g., binder, policy declaration, etc). It confirms that the vehicle that you are purchasing will have full insurance coverage (collision &amp; comprehensive) with a maximum deductible of \$500. Inform your agent that you are financing the vehicle with us and to name Wailuku Federal Credit Union as the loss payee on the policy. The insurance company will request the make, model, year, and VIN of the vehicle.</p>

**MAHALO FOR YOUR BUSINESS!!**