

397 Aviation Blvd Suite L Santa Rosa CA 95403 | (707)584-0384 | f (707)202-6937

To ensure timely loan processing please provide the following documents along with your **complete loan application**:

Account # _____

Date _____

Proof of Income:

- _____ Two (2) current pay stubs (no older than 60 days) including YTD income
- _____ If **Self-Employed**, copies of past two (2) years Federal Tax Returns and YTD Profit and Loss Statement or 3 months most recent bank statements

DMV/Registration Info:

Dealer:

- _____ Purchase Order

Private Party:

- _____ Certificate of Title (If there is a lienholder, an authorization for payoff is required)
- _____ Copy of **current** registration
- _____ Registration fees if due (within next 60 days)
- _____ Proof of smog (seller is responsible, unless a smog certificate has been issued within the last 60 days)
- _____ Bill of Sale*, 9.25%** sales tax of purchase price and transfer fee of \$15.00
 - *Buyer and Seller must sign including the Power of Attorney (DMV Reg262)
 - **Tax is dependent on the city where the vehicle is to be registered

Loan Payoff Info:

- _____ Authorization for payoff (Seller must sign)
- _____ Name, Address, and Phone of current lienholder
- _____ Loan number
- _____ 10-day payoff amount

Insurance Info:

- _____ Proof of insurance (**full coverage required** on all vehicles)

Please be sure all items requested on this form are completed and signed. Thank you