

Funding Checklist

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Please scan and email Funding Package documents to documents@northlakefinancial.ca or you can fax to 1-888-652-0030. Any Funding questions contact us at 1-888-652-5320 Ext: 6103

Ver: 11-07-23

LENDER
REFERENCE #

1/ Identification

- Licence must not be expired.
 - Licence must be in the Province Applicant resides
 - We do not accept learners license.
- Proof Of Residence is required for Driver's License showing PO Box.
- If Co-App only ONE Applicant is required to have a Driver's Licence, we will require a piece of government issued ID with signature.

2/ Legal Name Verification Form *(not applicable for Ontario applicants)*

- First, Middle, and Last Names must be fully filled out.
- Signed by dealer and customer.

3/ Contract

- Provide all 6 pages (docs emailed to documents@northlakefinancial.ca).
- Address needs to be the Address Applicant currently resides.
- Applicant and Dealer must sign page 5.
- Amount to Finance must match submission
- Any handwritten changes must be initialed by the Applicant (no changes to deal structure).
- References on page 6 – if reference is immediate family only one reference is needed, if not two are required.
- References cannot live with the Applicant or share a phone number to the applicant or other references.

4/ Bill of Sale

- GST/HST number must be on bill of sale.
- Applicant must sign.
- Dealer must sign.
- Amount to Finance must match worksheet.
- If stipped for current auto to be paid in full trade-in must be listed with lien payout or we will require a payout letter.

5/ Credit Application

- Applicant must sign page 2.

6/ Insurance

- Can accept Insurance Confirmation binder directly from the Insurance Broker.
- If using Northlake's Insurance form will require either a stamp from the Insurance Broker OR submitted with temporary liability card.
- Northlake Financial needs to be the Lien holder.
- Must have comprehensive and collision (maximum 1000) Minimum 1000000 liability.

7/ Registration

- Applicant must be on Registration.

8/ Carfax

- Will require a Claims / History report within 90 days and in complete status.
- Will require a Lien search in all Provinces vehicle is registered.
- Maximum 6000 for a single claim 7500 for multiple.

9/ Warranty/GAP

- 1yr maximum \$1,500 2yr maximum \$2,500, 3yr+ \$2,501+
- Northlake Financial needs to be the Lien holder.
- GAP must be for full term of the loan.

10/ Void Cheque

- Must be in Applicant's name.
- If handwritten needs to be stamped by bank.

11/ Asset Verification form

- Dealer must sign and disclose position.
- Must check boxes regarding Carproof.
- Must list any add-ons.

Additional Conditions & Requirements

- Drivers License is required to start Funding Audit.
- If deal is required with a GPS please provide GPS documents as well.
- All docs must be legible.
- Applicant's signature must resemble their License.
- POI must be verified prior to funding package being reviewed.
- Payment confirmation call with applicant must be completed prior to deal being booked.
- If address on submission is incorrect, deal required to be resubmitted to Credit.
- Northlake Financial highly recommends delivery to take place after deal is Booked.