

Funding Checklist

201 Minets Point Road,
Barrie, Ontario L4N 4C2
T: 1-888-652-5320 F: 1-888-652-0030



Please scan and email Funding Package Document to the unique email presented on Dealertrack.
Any Funding questions contact us at 1-888-652-5320 Ext: 6103

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LENDER
REFERENCE #

1/ Identification

- License must not be expired.
 - License MUST BE in the Province Applicant resides • We DO NOT accept learner's license. • Address needs to be the Address Applicant currently resides. *Apartment/unit number must reflect.
- Will not accept Conditions listed indicating Applicant must be with a Supervising Driver.
- 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 License, we will require a piece of government issued ID with signature.
- Require Front AND Back photos of Applicant's Driver's License upon submission.
 - We DO NOT accept CamScanner or other scanned copies of Licenses or ID
- Government issued Photo ID required if License is Temporary (require Photo ID for each Applicant on file).
- Proof of Residence OR Change of Address may be required if unable to verify address on License or Registration.

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

- First, Middle, and Last Names must be fully filled out.
- Signed by Dealer and Applicant.

3/ Contract

- 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.
- If Address/Name does not fit on the space provided, we will require manual amends to the Contract to reflect the full address.

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 Applicant does not qualify for a second unit current auto to be paid in full with lien payout or we will require a payout letter OR trade-in must be listed on Bill of Sale.

5/ Credit Application

- Applicant must sign page 2.
- If the Address/Name does not fit on the space provided, we will require manual amends to reflect the full address/name.

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 1,000) Minimum 1,000,000 liability.
- Lienholder Address must reflect: 201 Minets Point (full address needed).
- Applicant / Co-Applicant must be listed Primary Driver on Insurance.

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 requires a GPS, please provide GPS documents as well.
- All docs must be legible.
- Applicant's signature must match 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.
- Per Dealer Agreement, vehicle cannot be released until file is Booked
- If address, date of Birth, name on submission is incorrect, deal required to be resubmitted to credit.
- Any decisions will not be honored for incorrect Applicant's details.
- If GPS is required on your file your sales rep will request a unit be sent to you.
- GPS form needs to be filled out properly.
- Once installed, Funding will verify the activation of the unit.