RBFCU

Office Use Only
APP#: _____
Last Name: _____

Vehicle Work Sheet

Congratulations! Your loan is approved pending final review of the information below.
Once all information identified on the worksheet is received, your terms can be recorded and the loan finalized.

___ **Buyer/Seller** ___ **Net to Clear Title** ☑ **Refinancing** ___ **Lease Buyout** ___ **Dealer Purchase**

☑ **Vehicle Description:**

Vehicle Identification Number(VIN): _____

Vehicle Year: _____ Vehicle Make: _____ Vehicle Model: _____

Vehicle Exact Mileage: _____ Vehicle Color: _____

☑ **Current Vehicle Title Information:**

Current:

Titling State: _____

Registered State: _____

Registered County: _____

Names(s) on Title/Registration of Vehicle:

_____

_____

___ **New Vehicle Title Information:**

New:

Titling State: _____

Registered State: _____

Registered County: _____

Names(s) on Title/Registration of Vehicle:

_____

_____

What (if any) changes need to be made to the title?:

___ **Add Owner** ___ **Removing Owner** ___ **Name Change**

___ **Other** _____

☑ **Vehicle Payoff Information:**

Name of Financial Institution: _____

Payoff Account (Loan) Number: _____

Payoff Telephone Number: _____

15 Day Pay Off Amount: _____

15 Day Pay Off Date: _____

Per Diem: _____

___ **Seller:**

First Name: _____

Last Name: _____

Phone Number: _____

Agreed Sales Price: _____

Mailing Address: _____

_____ _____ _____ _____

Street Address or PO Box | City | State | Zip Code

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Items Required for Finalization

☑ **Buyer:**

Original Documents	Copy Documents
___ Statement of Fact	☑ Driver's License — Must have all parties involved.
☑ Power of Attorney	☑ Proof of Insurance — Must be valid for 60 Days.
___ Payoff Authorization Letter	☑ Proof of Registration — Must be valid for 60 Days.
___ VIR (Vehicle Inspection Receipt)	___ Bill of Sale

Other Documents:

___ Other: _____ ___ Other: _____

___ Other: _____ ___ Other: _____

___ **Seller:**

Original Documents	Copy Documents
___ Statement of Fact	___ Driver's License — Must have all parties involved.
___ Power of Attorney	___ Proof of Insurance — Must be valid for 60 Days.
___ Payoff Authorization Letter	___ Proof of Registration — Must be valid for 60 Days.

Other Documents:

___ Other: _____ ___ Other: _____

___ Other: _____ ___ Other: _____

☑ **Fees:**

How would you like to pay the Fees of: _____

___ Add to Your Loan ___ Withdrawn from: _____

_____ 20_____ Signature _____

Date

Print Name: _____

Additional Information:

_____

Lending Representative