



RIFCO FUNDING CHECKLIST

Lender Reference Number _____

Applicant Name _____

The DRIVE Plan - TIER 5 and TIER 5 +

V.01/2021

Please ensure all documents are clear and legible. **Scan and email** at highest resolution for improved legibility,

DEALER DOCUMENTS

- Loan Agreement
- Bill of Sale
- Copy of Warranty and Insurances
- Credit Application Form
- Rifco DRIVE Waiver Form
- GPS Installed and Verified
- Vehicle History Report

CUSTOMER DOCUMENTS

- Driver's License
- POI to be Completed
- Void Cheque
- 3 References PER Applicant (*if married or common law 3 shared references accepted*)
- Cellular Phone Number and Email Address PER Applicant
- Credit Stipulations as noted on Approval
- Registration, Plate and Ownership
- Insurance Confirmation Form (*\$1,000 maximum deductible, please check "Insurance Coverage Document" in the portal for full requirements*)

*All hand corrections subject to approval.

*Rifco will validate references and complete a confirmation call prior to funding.

*Thin Files are **those lacking sufficient credit history**, will require **verification of references** and **proof of address**, street not just mailing. A **utility bill** is the preferred form as it will typically have a service address noted.

NEED CLARIFICATION? TURN THE PAGE FOR DETAILS

This checklist is to be used as a guide only. Rifco reserves the right to request additional funding requirements that are not listed, in the event confirmation of loan requirements is not adequate

DETAILED GUIDE

The DRIVE Plan - TIER 5 and TIER 5 +

V.01/2020

DEALER DOCUMENTS

- Completed and signed loan agreement by customer(s) and Dealer.** Please ensure applicant(s) name on agreement is an **EXACT** match to name on applicant's Driver's License(s) including middle names if applicable.
 - Full Middle name is required on all applicants EXCLUDING ONTARIO where the middle initial only is required.
- Bill of Sale** signed with all information as per the approval.
- NEW vehicles require a Manufacturer's invoice showing MSRP **Required at approval.**
- Copy of approved warranty and insurances** showing "RIFCO" as the lien holder. **GAP, insurance and warranty not more than 20% of vehicle selling price or \$2,500 whichever is less.** A copy of all approved providers and maximums are available in DT under "Warranty Guidelines".
- Credit Application** (signed by each applicant).
- Rifco DRIVE Plan Waiver form.**
- GPS Installed and verified.**
- Vehicle History Report** - preferably signed by EACH applicant. *Signed VHR is **mandatory** in ALBERTA
- stating damages <\$5,000 on the selected unit.

CUSTOMER DOCUMENTS

- Valid Canadian Driver's License for the Driver - Valid Canadian Photo ID for Applicant not driving unit. BOTH with current address.** If PO Box listed we will require a physical address.
 - Learners license accepted on all applicants.
 - Proof of residence (i.e. Utility Bill - gas, power, water, cable, internet, property tax assessment, mortgage statement) only if address does not match Driver's License +Void + Income.
 - Acceptable forms of ID include: First Nations Card with security features (not paper/laminated copy), Metis Card with security features (not paper/laminated copy), Permanent Resident Card, Provincial ID Card, Canadian Citizenship Card, Canadian Passport, Firearms license.
- POI to be completed** - Provide all income statements as per application.
- Void cheque** showing Customer Name or Authorization Form (if hand written or *if different account* from paystub or Rifco Verify, will require bank stamp).
- 3 References PER applicant** (Name, Phone #, and relationship to borrower). If applicant married or common law, 3 shared references are accepted. NO WORK NUMBERS - Canadian numbers only. References can reside in the same house, but must have a different contact number than applicant.
- Cellular Phone Number and Email Address Per Applicant.**
- Credit Stipulations** as noted on approval.
- Registration, plate and ownership** (in applicant's name only)
- Insurance card and confirmation form** (Collision and comprehensive with loss payee to Rifco, must be in the name of the applicant driving the unit).