

Funding Document Checklist

Mobility Prime Program

- Contract**
 - __ Signed by customer/s and dealer
 - __ Must be either current LAW or Wolter Kluwers or Reynolds and Reynolds contract
 - __ Assigned to Mobility Acceptance Co. 1108 East Main St Suite 200 Richmond, VA 23219
- Copy of Valid Driver's License**
 - __ Application and loan document must be prepared/signed LEGIBLY with the name as it appears on ID
- Insurance Binder or Completed Agreement to Provide Insurance**
- Registration Application (Virginia DMV Form 17) or Completed Lienholder Statement Form**
 - __ Old Point National Bank listed as lienholder
 - __ If ELT state, select ELT and provide correct number, these are listed on the Callback Sheet
- Signed Credit Application**
 - __ Submitted on Dealer Track or RouteOne
 - __ Sign on all four lines if applying for joint credit
- Bill of Sale or Purchase Agreement**
- Copy of any After Market Products Purchased**
 - GAP Maximum is \$800, Warranties Minimum of 2 Years/24,000 Miles*
- Copy of Invoice on Conversion**
 - __ Complete Lien Holder statement on each deal – send this form as an attachment
 - * VSI Fee – 69.00 Paid to Lee and Mason*
 - * Processing Fee of \$295.00 Paid to Mobility Acceptance Co.*

**Originals received within 3 business days of closing. They should be sent to Mobility Acceptance Co
1108 East Main Street, Suite 200 Richmond, VA 23219*

Funding Packet Checklist

Standard Stipulation

Stipulations can be reviewed prior to delivery or can be sent with funding packets

__Valid ID: Drivers License, State Issued ID, or Passport

POI – Proof of Income

__2/3 Pay Stubs: *Dates within 30 days*

__Award Letter for Retirement or SSI: *Bank statement clearly showing deposit*

__BFS Income, 2 years of tax returns, 2 years of 1099 forms, or 90 days of business banks statements

POR – Proof of Residence

__Utility bill with both signers

Loan Documents

Retail Installment Contract (Reynolds and Reynolds)

__Odometer Disclosure

__Dealer Application (Reynolds and Reynolds)

__Agreement to Provide Insurance (Reynolds and Reynolds): *Mobility Acceptance listed as Lien Holder*

__Risk Based Pricing (Reynolds and Reynolds)

__Privacy Notice (Provided by Mobility)

__Third Party Authorization (Provided by Mobility)

Dealer Documents

__Service Contract/Warranty Paperwork (if applicable)

__Gap Policy (if applicable)

__Mobility Work Invoice

Lender Fee

- 5% Discount charged to the Dealer – Netted from proceeds

- 250.00 VSI - added to amount financed - charged to the customer – separate line item on RIC

- 295.00 Processing/UW Fee - added to amount financed - charged to the customer – separate line item on RIC

Lien Holder Information

Mobility Acceptance Co
1108 East Main Street
Ste 200
Richmond VA 23219

ELT #'s
FL – 262946849
GA – 101900720128
NV – MZ0126
PA – 46527526201
SC – 34973558
TX – 46527526200
NJ – 576009197232250
AZ - 465275262
Secured Party # for WI - 131786
Tax Id # - 46-5275262

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