

Auto Loans Checklist

To help prepare you for your auto loan application, the following checklist outlines the basic items and information needed.

Note: Additional documentation may be requested during the underwriting process as a result of information contained in the documents provided.

PURCHASE FROM DEALER

- Purchase and sales agreement between buyer and dealer
- Copy of front and back of title for used vehicles
- Copy of certificate of origin for new vehicles
- Copy of title application *(required when dealer is doing title)*
- Proof of insurance - Insurance binder listing Northeast Credit Union as lien holder. *(Please use PO Box 1240, Portsmouth, NH 03802 as the address.)*

REFINANCE

- Payoff information on your current vehicle including:
 - Name of financial institution
 - Account number
 - Payoff address
 - Payoff amount including per diem amount
- Copy of front and back of title
- Proof of insurance - Insurance binder listing Northeast Credit Union as lien holder. *(Please use PO Box 1240, Portsmouth, NH 03802 as the address.)*
- Assignment of title *(if applicable)*



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PRIVATE SALES

- Purchase and sales agreement between buyer and seller
- If there is currently a lien on the vehicle, payoff information is required including:
 - Name of financial institution
 - Account number
 - Payoff address
 - Payoff amount including per diem amount
- Copy of front and back of title
- Proof of insurance - Insurance binder listing Northeast Credit Union as lien holder. *(Please use PO Box 1240, Portsmouth, NH 03802 as the address.)*
- Assignment of title

LEASE BUYOUT

- Lease buyout paperwork and odometer statement requested from leasing company
- Payoff statement including:
 - Name of leasing company
 - Account number
 - Payoff address
 - Payoff amount including per diem amount
- Copy of front and back of title
- Proof of insurance - Insurance binder listing Northeast Credit Union as lien holder. *(Please use PO Box 1240, Portsmouth, NH 03802 as the address.)*



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