



## **SELLER CHECKLIST**

- **Title:** *Send the loan officer a COPY of the front and back.*
  - \* It is your responsibility to verify your units VIN numbers to the title
  - \* Private Party Seller : The title must be in your name if you are the seller
  
- **Lien on Title:** *If there is a lien on the unit we must receive the lien payoff documentation with the title. This includes:*
  - **Power of attorney** from seller- This form allows our company to complete the title work on your behalf if a problem arises
  - **Payoff letter from current lien holder** - It must have the following items: seller name, account number  
overnight payoff address(no PO boxes), collateral, and per diem per day.
  - **Authorization for payoff form**
  
- **Purchase Agreement:** *Signed by you and the buyer. This will be emailed to you.*
  
- **Drivers License(all sellers)***Required for you to verify you are who you say you are.*
  - Send us your driver's license or valid passport (For all sellers)

Upload documentation securely here <https://sef.formstack.com/forms/sellerdocs>