Fast Fund Checklist

Step 1: Dealer Documents

Collect the required dealer documents:

- [ ] Retail Contract - front & back
  Active military, void arbitration & prepayment section if present
- [ ] Title Application
- [ ] Credit Application (borrower & co-borrower)
- [ ] Current Book Sheet
- [ ] All Backend Ancillary Product Forms
  i.e. Gap, VSC, LOF, Tire and Wheel, Maintenance, etc.
- [ ] ATPI/Proof of Insurance

Step 2: Customer Information & DFC Docs*

Collect required DFC forms and stipulations:

- [ ] Proof of Income (borrower & co-borrower)*
- [ ] Proof of Residence (borrower & co-borrower)*
- [ ] Current Insurance Card/Declaration Page
- [ ] References*
- [ ] Contract Assignment Form (West Virginia)*
- [ ] Any state specific docs or additional stips as listed on approval
- [ ] Current Government Issued Identification**

Additional stips as listed on approval

- [ ] Other ______________________________
- [ ] Other ______________________________
- [ ] Other ______________________________

* If applicable

** Recommended but not a requirement for Funding as it is verified at the store level. Exceptions include Driveway.com online applications, Initial & Extended Fraud Alerts, and all Auto-Brokered deals.

Step 3: Funding Packet

Assemble the completed Funding Packet:

Include all documents, required DFC forms and stips in the funding packet

Utilize the checklist to ensure funding packets are complete

DO NOT SUBMIT INCOMPLETE DEAL PACKETS - gather all documents before submitting

Step 4: Submit Funding Packet

Scan and email funding packet to: Originations@drivewayfinancecorp.com

Submit Funding Packet through eContracting System in RouteOne or DealerTrack

Contact Information:

Funding (888) 490-1701 Option 3

Email: Originations@drivewayfinancecorp.com

Sales (888) 490-1701 Option 2

Underwriting (888) 490-1701 Option 1

Email: Underwriting@drivewayfinancecorp.com