



DFC Wet Signed Contract Guidelines

Driveway Finance Corporation requires to secure any contract that is wet signed by the customer and dealership. These contracts will serve as the authoritative contract in order for DFC to securitize these loans. The impact of not receiving these contracts affects Lithia as a whole. These are contracts originated outside of the eContracting process where the customer signs the contract with a pen. **We do not accept e-Signed contracts outside the eContracting process.**

Send contract to:

- UPS or FedEx – 9020 SW Washington Square RD. STE 301, Tigard, OR 97223
- USPS – P.O Boxes 230848, Tigard, OR 97281

Best Practices:

- Only send contracts that have been booked - Do not send contracts if they are still being processed in case any adjustments need to be made on the original.
- Send the wet signed Lender Version contract that has the physical signatures – Do not send an impact copy or photocopy of the contract.
- Do not use any correction fluid (white-out) on the contracts.
- If hand corrections are made, make sure they are done on the Original Lender Version of the contract, not on a copy.
- For quicker processing, we ask that you attach the Driveway Finance Corp Approval to the contract in that package.
- No other documents need to be sent.
- Try to send multiple booked contracts in one package.
- Send contracts within 30 business days of the booked date.
- **eSigned does not mean eContracted.** For the contract to be accepted with electronic signatures, the contract must be submitted through the eContracting process in RouteOne or Dealertrack.
- When papering out the contract in RouteOne or Dealertrack, please mail in the eOriginal copy of the contract along with the wet signed Certificate of Original document.

Questions? Please reach out to Funding Leadership or your Dealer Relations Representative

Dealer Relations – 888-490-1701 option 2

Funding – 888-490-1701 option 3