

LOAN CHECKLIST
UPDATED JANUARY 2026

ONE OF THESE COMPLETED CHECKLISTS WILL BE FILLED OUT AND FILED IN THE FRONT OF EACH LOAN FOLDER AND THE FOLDER FILED BACK WITHIN 4 BUSINESS DAYS. IF THERE IS A PROBLEM AND THE LOAN WILL BE OUT OF FILE LONGER THAN THE 4 BUSINESS DAYS, PRESIDENT WILL BE NOTIFIED.

- | DONE | N/A | |
|-----------|-------|---|
| 1. _____ | _____ | CREDIT REPORT – ALL MONTHLY PAYMENTS ARE LISTED AND PAYMENT AMOUNTS ARE CORRECT |
| 2. _____ | _____ | TITLES FROM PREVIOUSLY USED COLLATERAL (THAT WE ARE LIENHOLDER ON) |
| 3. _____ | _____ | PROOF OF INSURANCE (TRACKER) |
| 4. _____ | _____ | COMPLETED LOAN APPLICATION & VERIFY INFORMATION IS CORRECT |
| 5. _____ | _____ | DEBT RATIO CORRECT |
| 6. _____ | _____ | APPLICATION SIGNED BY LOAN OFFICER |
| 7. _____ | _____ | APPRAISAL FORM |
| 8. _____ | _____ | SIGNATURES (BORROWER, CO-MAKER, CO-BORROWER) ON ALL FORMS AND CORRECT DATES |
| 9. _____ | _____ | NOTICE TO COSIGNER |
| 10. _____ | _____ | CORRECT NAME AND ACCOUNT NUMBER ON FOLDER |
| 11. _____ | _____ | VERIFY NADA VALUE OR VALUE ON PURCHASE AGREEMENT IS CORRECT |
| 12. _____ | _____ | TITLE VERIFICATION FILED/UCCI (TRACKER) |
| 13. _____ | _____ | POTENTIAL LOSS FORM (IF AGGREGATE IS OVER \$50,000 OWED UNLESS SHARE SECURED LOAN) |
| 14. _____ | _____ | SIGNED AFFIDAVIT OF DEBTS AND INCOME |
| 15. _____ | _____ | LIEN PLACED WITH DEALER (TRACKER) |
| 16. _____ | _____ | PAY STUB IN FILE – VERIFY IT IS WITHIN 30 DAYS & CALCULATION IS CORRECT |
| 17. _____ | _____ | APPLICATION AND NOTE AGREE |
| 18. _____ | _____ | VERIFY TERMS (INTEREST RATE CORRECT, PAYMENT DATE NOT PAST 28TH OF THE MONTH, GIVEN 30 DAYS BEFORE 1ST PAYMENT BUT LESS THAN 60 DAYS, ETC.) |
| 19. _____ | _____ | QVL CHECKLIST – QVL FIELD |
| 20. _____ | _____ | EXPLANATION OF RATE |
| 21. _____ | _____ | RECORDED ON LOANS DISBURSED SPREADSHEET |
| 22. _____ | _____ | LOAN PURPOSE AND SECURITY CODE VERIFIED |
| 23. _____ | _____ | USER DEFINED CODE VERIFIED |
| 24. _____ | _____ | SIGNATURE SHEET W/DEBT RATIO TAPE ATTACHED |
| 25. _____ | _____ | COLLATERAL LOAN REVIEW SHEET W/DEBT RATIO TAPE ATTACHED |
| 26. _____ | _____ | COMPENSATING FACTORS |
| 27. _____ | _____ | AFT SET UP |
| 28. _____ | _____ | GAP FORM |
| 29. _____ | _____ | RISK BASED PRICING NOTICE (IF NOT AN “A” PAPER GRADE) |
| 30. _____ | _____ | MILITARY ANNUAL PERCENTAGE DISCLOSURE |

INITIALS OF PERSON CORRECTING LOAN _____

DATE _____

ACCOUNT NUMBER _____