

# Standard Stipulation Checklist



Obtaining the right documentation is the key to quick and easy funding with SAFCO. Complete the checklist below and submit with your contract package to help us fund your deal as efficiently as possible.

**Dealership Name:** \_\_\_\_\_  
**Applicant Name:** \_\_\_\_\_  
**Finance Manager:** \_\_\_\_\_  
**Application ID:** \_\_\_\_\_

## DEALER DOCUMENTS

- Original Retail Installment Contract, assigned to SAFCO
- Signed Credit Application (all pages)
- Copy of signed Buyer's Order
- Copy of Application for Title with ELT number and lien holder as follows:  
SAFCO  
P.O. Box 590188  
Fort Lauderdale, FL 33359
- Signed bookout sheet showing VIN, trim and all installed options
- GAP and warranty forms (if applicable) with SAFCO listed as lien holder (including address listed above)
- Agreement to Provide Insurance form including:
  - ▲ Insurance company name and phone number
  - ▲ Insurance agent name and phone number (if available)
  - ▲ Comprehensive and Collision deductible amounts (max \$1,000)
  - ▲ Policy/binder number
  - ▲ Loss payee as follows:  
SAFCO  
P.O. Box 390194  
Minneapolis, MN 55439-0194

## CUSTOMER STIPULATIONS

- Proof of income
- Proof of residence
- Phone to be validated during customer interview
- Copy of valid Driver License
- Five local references, including two relatives with relationship and phone number
- See callback for additional stips and specific requirements on POI, POR and POP

All stipulations must be dated within 30 days of contract date

**MAIL CONTRACTS TO:**  
SAFCO – Funding Department  
6700 N Andrews Ave Suite 500  
Fort Lauderdale, FL 33309

**CONTACT US:**  
Toll-free Phone: (866) 826-5243 Option #4  
Toll-free Fax: (866) 439-8586