# FIRST HERITAGE CO-OPERATIVE CREDIT UNION LTD.
## MOTOR VEHICLE LOAN CHECKLIST

**NAME OF MEMBER:** _____ **Account No.**

| | | REQUIRED | | |
|---|---|---|---|---|
| | | YES | NO | Comments |
| | **Pre-Interview:** | | | |
| | 2 Current Pay Slips (last two) | ( ) | ( ) | |
| | Debt Service Ratio (DSR) - 35% | ( ) | ( ) | |
| | Total Debt Service Ratio TDSR) - 45% | | | |
| | **Interview:** | | | |
| | Pro Forma Invoice - (dealer or owner) | ( ) | ( ) | |
| | Certificate of Fitness | ( ) | ( ) | |
| | Registration | ( ) | ( ) | |
| | Certificate of Title | ( ) | ( ) | |
| | Import Entry (C 78 / 87) - (Dealer) | ( ) | ( ) | |
| | Valuation Report (Original and copy from a member of the Credit Union's approved Panel of Valuers) | ( ) | ( ) | |
| | Valid Driver's Licence | ( ) | ( ) | |
| | TRN Card | ( ) | ( ) | |
| | Proof of Address - (Utility Bill, Bank Statement) | ( ) | ( ) | |
| | Credit Reference (first time borrowers) | ( ) | ( ) | |
| | Passport size photograph (first time borrowers) | ( ) | ( ) | |
| | Income Verification Letter (*If member has changed employment since the last loan; if member is still employed to employer on file then verification is done priot to disbursement of the loan proceeds.* | ( ) | ( ) | |
| | Last Three (3) Years Audited Financials, Bank Statements & Tax Returns or Letter from Chartered/Public Accountants (Self Employed Applicant) | ( ) | ( ) | |
| | Insurance Quotation for comprehensive insurance | ( ) | ( ) | |
| | Ordinary Share Requirement - (refer to Policy) | ( ) | ( ) | |
| | Permanent Share Requirement - (refer to Policy) | ( ) | ( ) | |
| | Fee Invoice | ( ) | ( ) | |
| | Member Information Update Form | ( ) | ( ) | |
| | **Disbursement:** | | | |
| | Valid ID for Vendor (when purchasing from an individual) | ( ) | ( ) | |
| | Reference Verification (name, address, telephone number etc.) | ( ) | ( ) | |
| | Proof of Payment for First Year's Insurance Premium | ( ) | ( ) | |
| | Stamped Salary Deduction Form | ( ) | ( ) | |
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