

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

NAME OF MEMBER: _____ Account No. _____

	REQUIRED		Comments
	YES	NO	
Pre-Interview			
2 Current Payslips (last two)	()	()	
Debt Service Ratio (DSR) - 35%	()	()	
Total Debt Service Ratio - 45%			
Interview			
Pro Forma Invoice - (dealer or owner)	()	()	
Certificate of Fitness	()	()	
Registration	()	()	
Certificate of Title	()	()	
C 78 / 87 - (Dealer)	()	()	
Valuation Report plus a copy (Valuation must be from CU's panel)	()	()	
Valid Driver's Licence	()	()	
TRN Card	()	()	
Proof of Address (Utility Bill, Bank Statement)	()	()	
Credit Reference (first time borrowers)	()	()	
Passport size photograph	()	()	
Income Verification Letter **	()	()	
For Self Employed Persons - (Last Three (3) years Audited Financials	()	()	
Bank Statements & Tax Returns or Letter from a			
Chartered Accountant)	()	()	
Insurance Quotation for comprehensive insurance	()	()	
Ordinary Share Requirement - (as per policy)	()	()	
Permanent Share Requirement (As per policy)	()	()	
Fee Invoice	()	()	
Member Information Update Form			
Disbursement			
I D for Vendor (if purchasing from an individual)	()	()	
References -Names, work and home addresses and telephone numbers	()	()	
1 year's insurance premium	()	()	
Stamped Salary Deduction Form	()	()	
Other Conditions			
If the Dealer is selling the vehicle on behalf of someone else, the member should take an authorization letter from the owner giving permission to the Dealer to sell.			
Copy of ID of the owner's required			