

## FAST FUND FULL SPECTRUM CHECKLIST

### Step 1: Dealer Documents

#### Collect the required dealer documents:

- ☐ Bank Approval
- ☐ Retail Contract - front & back  
Active military, void arbitration & prepayment section if present
- ☐ Title Application
- ☐ Credit Application (borrower & co-borrower)
- ☐ Current Book Sheet
- ☐ LOF, Service Contract, and GAP policy if applicable
- ☐ Notice to Co-buyer (if applicable)
- ☐ Delivery Agreement  
Lithia stores only - CA, NV & TX exempt

### Step 2: Customer Information & SCFC Docs\*

#### Collect required SCFC forms and stipulations:

- ☐ Proof of Income (borrower & co-borrower)
- ☐ Proof of Residence (borrower & co-borrower)
- ☐ Current Insurance Card/Declaration Page
- ☐ References
- ☐ Contract Assignment Form (West Virginia only)
- ☐ Additional stips as listed on approval
- ☐ Contract Assignment Form (West Virginia)

#### Additional stips as listed on approval

- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

\* IF APPLICABLE

### Step 3: Funding Packet

#### Assemble the completed Funding Packet:

- Include all documents, required SCFC forms and stips in the funding packet
- Utilize the checklist to ensure funding packets are complete
- PLEASE DO NOT SUBMIT INCOMPLETE DEAL PACKETS - gather all documents before submitting

### Step 4: Submit Funding Packet

#### Scan funding packet using Fabsoft

- On your scanner:
  - Select Deals
  - Locate Customer by deal number or name
  - Select SCFC
  - Press Scan
- Or scan and email funding packet to: [Originations@socascades.com](mailto:Originations@socascades.com)

#### Contact Information:

- Funding (855) 723 - 2669 Option 8, Ext 2-5
- Email: [Originations@socascades.com](mailto:Originations@socascades.com)
- Underwriting (855) 723-2669 Option 8, Ext 1