**INFORMATION NEEDED FOR LOANS**

**Pre-Approval:**

1. [ ]  Loan Application
2. [ ]  Approximate Loan Amount & Term
3. [ ]  Copy of 2 Current Paycheck Stubs

**New/Used Dealer Purchase:**

1. [ ]  Loan Application
2. [ ]  Proof of Income (2 Current Paycheck Stubs or income statement)
3. [ ]  Purchase Order
4. [ ]  MSRP / Blue Book/ Invoice
5. [ ]  Dealership contact name and number
6. [ ]  Titling fee at time of loan signing
7. [ ]  Proof of insurance with lienholder listed on policy\*

**Private Party Purchase:**

1. [ ]  Loan Application
2. [ ]  Proof of Income (2 Current Paycheck Stubs or income statement)
3. [ ]  Copy ofRegistration or Title (if title is available)
4. [ ]  Blue Book
5. [ ]  Pictures of front, side, odometer and VIN plate (on door)
6. [ ]  Titling fee at time of loan signing
7. [ ]  Proof of insurance with lienholder listed on policy\*

 **If Still Financed:**

1. [ ]  Authorization for Payoff (Seller)
2. [ ]  10-Day Payoff

**Refinance:**

1. [ ]  Loan Application
2. [ ]  Proof of Income (2 Current Paycheck Stubs or income statement)
3. [ ]  Copy of Registration or Title (if title is available)
4. [ ]  Blue Book
5. [ ]  Authorization for Payoff
6. [ ]  10-Day Payoff
7. [ ]  Copy of Statement
8. [ ]  Pictures of front, side, odometer and VIN plate (on door)
9. [ ]  Titling fee at time of loan signing
10. [ ] Proof of insurance with lienholder listed on policy\*

 \***Lienholder information:**

Reno City Employees FCU

386 Holcomb Ave.

Reno, NV 89502

**Signature Loans:**

1. [ ]  Loan Application
2. [ ]  Copy of 2 Current Paycheck Stubs