



# NMIADA Dealer Closing Checklist

Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Vehicle Yr/Make: \_\_\_\_\_ Model: \_\_\_\_\_ Deal# \_\_\_\_\_

Closing Agent: \_\_\_\_\_ Lienholder: \_\_\_\_\_

### Deal Forms

- Drivers License
- Test Drive Agreement
- Privacy Policy
- Proof of Residency (x2)
- Buyer's Guide (Signed)
- Implied Warranty (Notary Optional)
- Waiver of Implied Warranty (Specify in detail)
- NMAG 6% Damage Disclosure (Notarized)
- NMAG 6% Vehicle Inspection
- Recall Acknowledgement
- Odometer Statement
- CarFax/ Autocheck (Signed)
- We Owe
- Arbitration Agreement

### Finance Paperwork

- Credit Application
- References
- Credit Disclosure
- Bill of Sale
- Retail Purchase Agreement
- Finance Contract
- Insurance Coverage Agreement
- Power of Attorney
- Down Pmt Receipt \*: \_\_\_\_\_  
 Check  Cash  CC
- Gap Insurance
- Extended Warranty
- Lender Agreement

### Drive-Out

- Proof Of Insurance
- Temporary Tag & Registration (x2 Printed)
- Emissions Certificate (Bernalillo)
- Extended Service
- Approval Sheet
- Affidavit of One In The Same (If Needed)
- VIN Inspection
- Deal Jacket

### Trade-In

- Make: \_\_\_\_\_ Year: \_\_\_\_\_ VIN: \_\_\_\_\_
- Trade-In Appraisal
  - Bill of Sale
  - Title
  - Trade-In Odometer
  - Trade-In P.O.A.
  - Trade-In Pay Off Information
  - Payoff Sheet & Difference Form

NOTES: