



WACHOVIA DEALER SERVICES

INDEPENDENT DEALER QUALIFICATION CHECKLIST

A complete dealer file, including this Dealer Qualification Checklist, must be sent for approval prior to purchasing contracts from a prospective dealer.

Dealer Name	Dealer Number
RBC Name	RBC Number

Right Side of Folder	Business Development	Operations Manager	Dealer File Representative	Comments
Completed Dealer Qualification Checklist (this form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Independent Dealer Profile (OF-150) original form signed and dated by all dealer principals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signed Agreement for Entitlement to Refund form (California dealers only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Dealer Agreement - signed and dated by all parties and authorized signer Florida Amendment OF/FL-06 (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Articles of Incorporation and DBA proof (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Credit Report - see policy for acceptable scoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Last two years' taxes - with appropriate schedule(s) or two years worth of financials are required (unless already a Wachovia Dealer Services dealer in good standing). Dealers must show net worth, cash and profit (dealers with less than two years in business require SVP approval to waive financials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Commercial Flooring Relationship Yes No

Left Side of Folder	Business Development	Operations Manager	Dealer File Representative	Comments
Completed Dealer Information Sheet (OF-30) - signed by all parties. The name that appears on this sheet will be the name that appears in the CreditRevue system. Example: If Harrison Imports is doing business as Harrison Honda, it is important to put Harrison Honda on the first line of the Dealer Information Sheet (DIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Completed Express Fund Agreement - signed by all parties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deposit slip or a cancelled check with dealers imprinted name - information must match the Express Fund Agreement. If the deposit slip or cancelled check is not available, a letter from the bank or dealership with the account information is acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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Dealer License must be current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Banking License (Arizona, Florida, Michigan, Pennsylvania, and Texas only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Michigan Tax Refund Form (OF-482) - Michigan only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

AREA OF INVESTIGATION	CRITERIA
BDR Responsibilities	
Age/Condition of Vehicles	<ul style="list-style-type: none"> • Majority of vehicles are less than 5 years old <input type="checkbox"/> • Dealer offers warranties on vehicles <input type="checkbox"/> • Vehicles appear marketable <input type="checkbox"/>
Facility	<ul style="list-style-type: none"> • Facility is owned <input type="checkbox"/> or leased <input type="checkbox"/> • Physical appearance and condition <input type="checkbox"/> <ul style="list-style-type: none"> • Building(s) are permanent <input type="checkbox"/> • Size and location are adequate <input type="checkbox"/> • Signage is professional <input type="checkbox"/> • Not a "Buy Here, Pay Here" operation <input type="checkbox"/> • On-site repair facility or arrangement for service for bought and sold vehicles <input type="checkbox"/>

BDR Signature	

WRITE UP (if SVP/Division Manager Signature required)

ADDITIONAL NOTES OR STIPS (by SVP/Division Manager)

APPROVALS (all items listed above are in the file and in the correct order)

_____ Operations Manager Signature _____ RBC Manager Signature

_____ SVP/Division Manager Signature