



## Retailer Enrollment Checklist

- [ ] **Retailer Agreement** Executed by Corporate Officer, Member or Partner (**Not Manager or GM**) for each dealership business entity listed on the Retailer Agreement.
- [ ] **Retailer Information Form** Complete one form for each Rooftop or Business Entity signing the Retailer Agreement.
- [ ] **Copy of Business License** Provide a photocopy of state vehicle dealer license or state general business license.
- [ ] **Retailer Product Exception** Required when a Retailer wants to finance a non-eligible product.
- [ ] **ZERO Plan Menu** **Optional** program to allow Retailers to use a sales tool to increase revenue on cash purchasers and service drive customers.

**Non – Franchised Independent Dealer, Used Vehicle Dealer or Repair Shop Only**

**Required Eligibility Criterion:**

- Minimum 3 years in business at same location.
- Owner must sign a Personal Guaranty Agreement to guarantee the obligations of the business entity signing the dealer agreement.

- [ ] **Personal Guaranty Required only for Independent Retailers or Used Vehicle Retailers.**

**FAX ALL FORMS TO 773-889-4508**

**Once the above documents are received by Universal Lenders, LLC a Launch Kit will be shipped to the Retailer and contracts can be presented for funding.**