



LEASE FUNDING CHECKLIST

MEMBER NAME: _____

APPLICATION #: _____

- LEASE CONTRACT- With all signatures and initials
- MSRP/INVOICE
- LEASE WORKSHEET
- INSURANCE- Applicant must be listed on policy
- CULA INSURANCE VERIFICATION FORM (IVF)
 - Completed with dealer signature
- SIGNED CREDIT APPLICATION
- VALIDATED RECEIPT FOR RD-108
 - Lessor: CULA – 3777 West Rd, East Lansing, MI 48823
 - Lienholder: MSU Federal Credit Union - 3777 West Rd, East Lansing, MI 48823
- VALID MICHIGAN DRIVERS LICENSE or MICHIGAN IDENTIFICATION CARD
 - Must have current address. If not, proof of address is required.
- MEMBERSHIP APPLICATION – required for ALL deals (Members and non-members)
 - Check eligibility box
 - Check citizen status box
 - Fill in all applicant information – Name, Address, and SSN
- WARRANTY/OTHER BACKEND PRODUCTS (if applicable)
 - Signed documentation required
- CULA Odometer Delivery Acceptance (ODA) Form -Completed with dealer signature
– **For Demo, Service Loaner, and used vehicles ONLY**
- REQUIRED STIPS - Ex: Residency documentation, proof of income, etc.
- USED LEASES:**
 - CULA Odometer Delivery Acceptance (ODA) Form -Completed with dealer signature
 - CULA.COM RESIDUAL SCREEN
 - NADA/JD POWERS PRINTOUT

ALL REQUIRED DOCUMENTS MUST BE INCLUDED. IF YOU DO NOT HAVE ALL REQUIRED DOCUMENTS, DO NOT SEND THE DEAL UNTIL YOU HAVE A COMPLETE FUNDING PACKET.

**** DOCUMENTS MAY BE SENT BY FAX FUNDING TO 877-721-3684.**