

## Administrator's Checklist - Individual

INC		
ssociation		Date
Application Competed in Full – File Started	- copy forwarded to Al	3FI
LFA Board Has Recommended Producer		
Recommendation Letter Provided to ABFI: F	Recommended Loan <i>A</i>	mount
To be completed by ABFI Program Coord	dinator	
Equifax Beacon		
10yr Registration completed.		
PPR Completed		
Priority Agreement Completed if Nece	essary – List	
Subordination Letter, PIMSI Notice ar	nd Priority Agreement	Sent out if Necessary.
Breeder Finance Agreement Completed &	forwarded to ABFI	
PIPA Completed & forwarded to ABFI		
Producer Approved by ABFI – Loan Limit A	mount	
Power of Attorney (Optional)		
Copy of P.O. (issued by LFA administrator a	and forwarded to vendo	r & ABFI) PO#
Copy of Invoice Received		
If a private seller or self-purchase - Form 16 to be completed & forwarded to ABFI	6B - Letter - Private Sa	les and Form 16C – Seller Information
To be completed by ABFI Program Coord	dinator	
Lien Search Completed		
Security Interest Waivers completed.		
Copy of Supply Form Completed	Total Finance	d
Security Deposit sent to ABFI	Cheque #	or Date
Statement of Disclosure and Amortization s and vendor invoice.	schedule completed &	forwarded to ABFI along with Supply form, P.O.,
If needed Custom Care Agreement to be co	ompleted & forwarded	to ABFI
To be completed by ABFI Program Coord	dinator:	
Vendor is Paid		
Statement of Disclosure Sent to Produ	ucer	
Vendor:		Total Payable to Vendor:
Completed & Approved by		Date

Updated: August 30-2024