

## Administrator's Checklist Additional Loan

Date	
Loan #	
Association	
Equifax Beacon	Expiry
Date Approved	Approved by:
Copy of P.O. received PO#	
Copy of Invoice Received	
<ul><li>Total Financed</li></ul>	
Security Deposit received	Cheque #
Lien Search Completed	
Security Interest Waiver completed	
Statement of Disclosure completed and sent to producer	
Copy of Customer Care Agreement received	
Vendor is Paid	
Vendor:	Total Payable to Vendor:
Completed & Approved by	
Date	

Updated: August 30-2024