

**Upload documents to the Chrysler Capital Dealer Website via DealerConnect for faster funding! Image quality drastically affects funding time. To ensure the best quality, avoid scanning and mailing documents by using our easy upload solution.**

## DEALER STIPULATIONS

### Retail Installment Contract (RIC)

- » Contract must be properly aligned and printed so that all information is legible
- » Ensure VIN matches all supporting documents
- » No blanks in the itemization of amount financed section, or in areas that require numbers or characters
- » Include all signatures required for customer and dealer
- » Ensure all ancillary product names and amounts match on RIC
- » Rebates must be disclosed as rebate and cannot be disclosed as cash down
- » Handwritten corrections must be clear and conspicuous and initialed by all applicants
- » We only accept originals of RIC

### Bookout - include the bookout for all used vehicles

Review the VIN, year, make, mileage, accessories, and trim level to ensure accurate valuation

- » Update mileage and vehicle value each time an application is rehashed
- » Ensure bookout date range matches the RIC date (third-party bookouts do not supersede or supplant official NADA or KBB.com monthly values)
- » Ensure all optional equipment adds are correct
- » A like invoice is required for vehicles that have not been updated in J.D. Power Valuation (formerly NADA)/KBB and where a value is not available
- » A collateral history report may be required at funding to verify vehicle eligibility
- » Chrysler Capital will accept invoice on new, previous-year model units under 6,000 miles, contracted by June 30
- » Regional J.D. Power monthly bookouts are accepted
- » J.D. Power bookout month must match the month on the contract
- » KBB weekly bookouts are accepted in some states
- » The KBB bookout week must correlate to the contract date. Include the vehicle bookout in your contract package
- » New/Demo vehicles two years or older, use JDP/KBB bookout

### New and demo values

- » Current year new or newer vehicles w/ 6,000 miles or less = Invoice
- » Current year new or newer vehicles w/ 6,001 miles or more = Like Invoice

### Previous year new through 6/30

- » Previous year new w/ 6,000 miles or less = Invoice
- » Previous year new w/ 6,001 miles or more = Like Invoice
- » Contact your Buyer for Like Invoice calculation method
- » Previous year, new, after 6/30, use book value

### Title Application

- » Ensure BOTH customers are listed and have signed the title application, or prepare the notice to cosigner for the non-listed applicant (IL deals must have both applicants listed AND require a notice to cosigner for both applicants)
- » Ensure lienholder address is correct: Chrysler Capital, P.O. Box 961272, Fort Worth, TX 76161
- » Lien should be perfected within 30 days of funding Credit Application

## Credit Application

- » All applicants must sign and date all pages of the credit application
- » Joint box must be checked for joint applications
- » Ensure all names, DOBs, SSNs, income amounts and start dates are accurate, Include Full legal name, residency, employment and stated income

## Approval – must obtain final approval before contracting

Approvals are valid for 30 days

- » Provide all stipulations requested, per approval, in initial submission of the funding package
- » Contract as approved, update any changes to structure with buyer or on the Dealer Portal rehash tool prior to contracting
- » ANY change in structure (taxes, backend, etc.) may result in rate change and/or additional fees/stipulations
- » Discount is equal to the total amount financed multiplied by the discount percentage
- » The dealer fee on the approval is indicated as “Discount %” Dealer fee = amount financed x discount % on the approval
- » Rebates must be disclosed as rebate on contracts and cannot be disclosed as cash down
- » Send Social Security card if callback indicates a discrepancy is present
- » Contracts received after expiration date will be rejected and require a new approval
- » Contracts expired while in funding are subject to a \$295 expiration fee to fund
- » Compliance with the Wisconsin Marital Property Law is required

## Notice to co-signer (NTC)

- » A NTC is required when there are two applicants contracted, but only one listed on the title application
- » A state specific NTC form is required in the states of, CA, CO, IA, NY, PA, SC, TX, WI
- » The Federal NTC form is acceptable in all other states
- » Illinois law requires that both applicants are listed on the title application and a NTC form is required for both applicants

## Ancillary products

- » *Confirm in F&I Sentinel portal that ancillary product forms are approved and acceptable*
- » Product names and amounts should match the names provided on the RIC
- » Lienholder address should be shown as: Chrysler Capital, P.O. Box 961272, Fort Worth, TX 76161
- » Confirm the acceptance box is checked on the GAP form when applicable
- » “Maximum backend” on callback is the total of all backend products listed below

Cars Product Category	Ancillary Product Type	Definition
<b>LTV Designation: Frontend</b>		
<b>Anti-Theft Products</b>	GPS VIN Etch	Add-ons that potentially prevent or assist with the recovery of the vehicle
<b>Appearance</b>	Appearance Protection Interior Treatment Paint Protection	Products that protect against damage to the vehicle interior or exterior
<b>Vehicle Protection</b>	Safety System Vehicle Replacement	Add-ons that offer to cover the cost of a replacement vehicle in the case of a theft while an anti-theft device was in use
<b>Windshield Protection</b>	Windshield Protection	Add-on that may potentially prevent damage to the front windshield surface area of the vehicle
<b>LTV Designation: Backend</b>		
<b>CLAH</b>	Credit Disability Credit Life Credit Life and Disability	Pays eligible loan payments in the event of disability or death to the borrower due to a covered illness or injury
<b>Dent Repair</b>	Dent Repair Paintless Dent Repair	Covers cost of repairing dents and dings to the vehicle exterior
<b>Depreciation Protection</b>	Depreciation Protection (Texas only)	Provides a credit toward a vehicle lease or purchase in order to account for the diminished value of a trade-in due to a collision

Cars Product Category	Ancillary Product Type	Definition
<b>LTV Designation: Backend (continued)</b>		
<b>Depreciation Protection</b>	Depreciation Protection (Texas only)	Provides a credit toward a vehicle lease or purchase in order to account for the diminished value of a trade-in due to a collision
<b>GAP*</b>	GAP Insurance GAP Waiver GAP Waiver - Commercial	Protects the borrower if the vehicle is totaled by paying or waving the remaining balance between the actual cash value of the vehicle and the balance still owed on the financing
<b>Maintenance</b>	Maintenance	Products or services that typically include routine maintenance such as oil changes, lube and tire rotation
<b>Multi Product</b>	Multi Product Key Replacement Roadside Assistance	Includes certain benefits which are often offered as stand-alone aftermarket products but have been “bundled” together (e.g. windshield protection, tire and wheel, dent repair)
<b>Service Contact</b>	Service Plan Extended Warranty	Covers the costs of some types of repairs in addition to or after the manufacturer’s warranty ends
<b>Tire and Wheel</b>	Tire and Wheel Cosmetic Wheel Protection	May cover a portion or all of the loan term; product may cover the repairs or replacement of the vehicle tires or wheels

\*GAP up to \$1,200, minimum line 3 LTV 70% or state mandated minimum

» IN and SC only: minimum is calculated using J.D. Power Retail Value

» All other states: minimum is calculated using J.D. Power Trade Value

#### Handwritten Corrections/Additions/Changes

» Handwritten corrections must be clear and conspicuous and initialed by all applicants

## APPLICANT STIPULATIONS

#### Verification of Employment

- » Provide name, phone number and hire date for employer whenever possible (ensure hire date is accurate as this can drastically change the income calculation).
- » Include third-party verification company phone numbers, employer codes, etc. as needed to complete verification

#### Proof of Income – for information on additional types of approved income, please refer to our Proof of Income guidelines

- » Letter of employment accepted if employed less than 30 days
  - Typed on company letterhead
  - Verification with signer of letter via phone call at employer
  - Must include hourly rate or salary and hire date
- » Self-employed - Three months of complete bank statements
  - Must include personal withdrawals and deposits
  - Must show applicants name and/or business name
  - Must show financial institution’s name
  - Add total deposits and divide by three (transfers and credits excluded)
  - If two people are listed on the account, divide by two
- » W-2 employees paystub dated within 30 days of contract date will require YTD/number of months worked to calculate
- » Applicant must have three-plus months on job to use any non-guaranteed income (commission/overtime/shift differential/bonus, etc.)
- » CCAP will gross up all non-taxable income
  - When fixed income is taxed, we will not gross up
- » Verification of employment is required with proof of income stipulations; please provide a landline phone number
- » Prior year W-2 accepted until 4/1; if contract dated after 4/1, a current paystub will be needed

\*CCAP accepts other taxable income including: alimony, investment/trust, retirement/pension, annuity, spousal (WI only), unemployment.

### **Proof of Residence – any month, recurring, billing-cycle statement**

- » Any monthly, recurring, billing cycle statement (mortgage, electric, gas, cable, phone, credit card, utility service and auto insurance)
  - Dated (due date or statement date) within 60 days of the contract date
  - Must show applicant's name or a variation of the name
  - Must show service provider's name
  - Must show physical address of the applicant
- » Any state or U.S. government-issued ID document
- » Income documentation dated within 60 days of the contract date, limited to the following:
  - W-2 and 1099 statement, award/benefit letter, court order, state-issued stub/invoice, U.S. Treasury Check, child support registry, Direct Express Statement
  - Must show applicant's name or a variation of the name
  - Must show physical address of the applicant
- » Typed lease agreement
- » Home purchase disclosure
- » A copy of the military order showing date of the order and the address; acceptable for military applicants that are on active duty

### **Forms of Identification**

- » Driver's license
- » Non-driving identification card issued by Department of Motor Vehicles
- » Learner's permit
- » Employment Authorization Document (EAD)
- » Permanent Resident Card (Green Card/Alien Card)
- » Gun permit/License to carry
- » Passport/Passport card
- » Tribal identification card

### **Dealer Portal**

- » Check Dealer Portal for pending items and funding discrepancies
  - ☐ User name \_\_\_\_\_
  - ☐ Password \_\_\_\_\_
- » Use the Dealer Portal to rehash structure and chat with a Credit Analyst
- » Use Dealer Portal to upload trailing documents/stipulations and chat with a funding analyst
- » Contact our Funding Team via:
  - ☐ Email: [funding@chryslercapital.com](mailto:funding@chryslercapital.com)
  - ☐ Phone: 1-855-976-9766

**Contact your Dealer Relationship Manager with any questions.**