



NMIADA Dealer Closing Checklist

Customer: _____ Date: _____

Vehicle Yr/Make: _____ Model: _____ Deal# _____

Closing Agent: _____ Lienholder: _____

Deal Forms

- Drivers License
- Test Drive Agreement
- Privacy Policy
- Proof of Residency (x2)
- Buyer's Guide (Signed)
- Implied Warranty (Notary Optional)
- Waiver of Implied Warranty (Specify in detail)
- NMAG 6% Damage Disclosure (Notarized)
- NMAG 6% Vehicle Inspection
- Recall Acknowledgement
- Odometer Statement
- CarFax/ Autocheck (Signed)
- We Owe
- Arbitration Agreement

Finance Paperwork

- Credit Application
- References
- Credit Disclosure
- Bill of Sale
- Retail Purchase Agreement
- Finance Contract
- Insurance Coverage Agreement
- Power of Attorney
- Down Pmt Receipt *: _____
 - Check
 - Cash
 - CC
- Gap Insurance
- Extended Warranty
- Lender Agreement

Drive-Out

- Proof Of Insurance
- Temporary Tag & Registration (x2 Printed)
- Emissions Certificate (Bernalillo)
- Extended Service
- Approval Sheet
- Affidavit of One In The Same (If Needed)
- VIN Inspection
- Deal Jacket

Trade-In

- Make: _____ Year: _____ VIN: _____
- Trade-In Appraisal
 - Bill of Sale
 - Title
 - Trade-In Odometer
 - Trade-In P.O.A.
 - Trade-In Pay Off Information
 - Payoff Sheet & Difference Form

NOTES: