

TRAILER SALE CHECKLIST

RTO SALES

- **VALID DRIVER'S LICENSE**

MUST BE CURRENT, NOT EXPIRED.

- **PROOF OF INSURANCE**

MUST BE CURRENT, NOT EXPIRED. Customer must either be the policyholder or listed under the insured driver's on the policy.

- **SECONDARY FORM OF ID**

This can be a library card, social security card, credit card, work ID, hunting license, health insurance card, student ID, etc.

- **PROOF OF ADDRESS**

If customer's address matches their driver's license, you need 1 proof of address document. If customer's address is a PO Box OR does not match the address on their driver's license you need 2 proof of service address documents.

Proof of Address documents can be a utility bill, cell phone bill, insurance bill, bank statement, etc.

As a reminder, a PO Box cannot be used for a customer's address on the contract, other than the billing address. We cannot repossess a trailer at a PO Box.

CASH AND RTO SALES

- **CREDIT CARD TRANSACTIONS**

The name on the credit card MUST match the name on the contract. NO EXCEPTIONS.

A Photo ID and picture of Credit Card are REQUIRED on ALL credit card transactions, both RTO and cash buyout.

- **VIN STICKER**

Photo of VIN sticker must be attached to contract. If there is no VIN sticker, attach a picture of the VIN weld and/or VIN written on the decking.

- **LICENSE PLATE**

If the trailer is pre-plated, you must attach a photo of the license plated INSTALLED on the trailer.