

Auto Document Checklist

This questionnaire is designed to help you organize the information and documents important to your transaction. ***In any case involving a vehicle purchase or lease, the documentation is critical.*** Often, dealers do not give consumers copies of documents they have signed and/or documents that the law requires be given to them. Sometimes, consumers' signatures on documents are forged or numbers, dates and other information altered. Examining the documents involved in a vehicle transaction and knowing which documents were **actually** given to you and **at what time**, (whether at the time of the transaction or at a later or previous date) is important in determining your rights.

Which of the following documents do you remember **signing**:

Credit application	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Motor Vehicle Cash Purchase Agreement (Purchase Order) . .	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Retail Installment Contract / Loan Agreement / Lease	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Invoice (<i>for your transaction</i>)	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Odometer Statement.	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Title to Vehicle you purchased	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Title to Trade-in Vehicle (<i>if applicable</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Application for Title/Registration (<i>for your vehicle</i>) (RMV-1 Form from Registry of Motor Vehicles).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Buyer's Guide (<i>if used vehicle</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Lemon Law rights statement	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Lemon Law window sticker (<i>from front driver's window</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
"Limited Used Vehicle Warranty" (<i>if used vehicle</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Extended Warranty / Service Contract	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Credit Life / Disability Insurance papers (<i>Certificates, policies, applications, etc.</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Vehicle Liability and other insurance documentation	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____

Which of the following documents did you **actually receive a copy to keep** and on **what date** did you receive a copy from the dealer:

Credit application	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Motor Vehicle Cash Purchase Agreement (Purchase Order) . .	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Retail Installment Contract / Loan Agreement / Lease	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Invoice (<i>for your transaction</i>)	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Odometer Statement.	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Title to Vehicle you purchased	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Application for Title/Registration (<i>for your vehicle</i>) (RMV-1 Form from Registry of Motor Vehicles).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Buyer's Guide (<i>if used vehicle</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Lemon Law rights statement	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Lemon Law window sticker (<i>from front driver's window</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
"Limited Used Vehicle Warranty" (<i>if used vehicle</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Extended Warranty / Service Contract	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Credit Life / Disability Insurance papers (<i>Certificates, policies, applications, etc.</i>).	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____
Vehicle Liability and other insurance documentation	Yes	_____	No	_____	Not Sure	_____	Date Signed	_____

Check for **copies** of all of the following documents you **now** have **and any others from deal**.
Include any "canceled" or blank documents and **all** different versions of documents :

- _____ Advertisements, brochures, pamphlets, newspaper ads
- _____ Business cards

- _____ Motor Vehicle Purchase Agreement / Contract (*Purchase Order / "Cash" contract*)
- _____ Invoice
- _____ Retail installment contract / Loan agreement / Lease
- _____ Credit application(s)
- _____ "Spot Delivery" forms (*or anything about financing contingencies*)
- _____ Odometer Statement or disclosure
- _____ Title Documents (*all titles if title history has been ordered*)
- _____ Application for Title/Registration (*RMV-1 Form from Registry of Motor Vehicles*)
- _____ Tax Receipt

- _____ Warranty
- _____ Extended Warranty / Service Contract
- _____ Insurance papers (*Certificates, policies, applications, etc.*):
 - _____ Credit Life / Disability Insurance
 - _____ GAP insurance
 - _____ Documents for any other insurance or other protection / products purchased
 - _____ Vehicle Liability and other insurance documentation

- _____ Repair estimates
- _____ Repair orders
- _____ Receipts for repairs
- _____ Payment records: (*Receipts, canceled checks, money order receipts, credit card statements showing payments, etc.*)
- _____ Correspondence between you and the dealer, lender or others
- _____ Inspection report(s) (*if vehicle has been inspected by mechanic*)
- _____ Complaints filed (*with the Attorney General, Consumer Affairs, BBB, etc.*)

New Vehicles:

- _____ Yellow Lemon Law sticker: "Attention Consumers" (*attached to window*)
- _____ "Lemon Law" Information (*Lemon Law disclosures for new vehicles - should be yellow*)
- _____ Dealer's invoice showing MSRP (*manufacturer's suggested retail price*)

Used Vehicles:

- _____ Yellow Lemon Law sticker: "Attention Consumers" (*attached to window or dash*)
- _____ "Consumer Rights for Used Car Buyers" (*Lemon Law disclosures for used vehicles*)
- _____ "Limited Used Vehicle Warranty"
- _____ Buyer's Guide
- _____ Other notices from vehicle window

**IF WE ASK YOU TO SEND DOCUMENTS, PLEASE SEND COPIES ONLY
COPIES WILL NOT BE RETURNED
FOR CONSULTATIONS, PLEASE BRING BOTH ORIGINALS AND COPIES**