

# *Alliance Credit, LLC*

## DEALER CHECKLIST

- ☐ Dealer Application (Signed and Completed)
- ☐ Multi-Lot Information Sheet (If Applicable)
- ☐ Notice of Investigation (Signed by Appropriate Parties)
- ☐ Authorized Signers
  - ◆ Authorization of Signatures (Only for Dealerships that are NOT incorporated) signed by the owner, officer, or partner.
  - ◆ Corporate Resolution (Only for Dealerships that ARE incorporated)
- ☐ Universal Dealer Agreement (Completed and Signed by the owner, officer, or partner)
  - ◆ If your dealership is a multi-lot operation using a different trade name, please include a Universal Dealer Agreement for each location with a different name.
- ☐ Authorization/Release for Business And Individuals (Completed and signed by the owner, officer, or partner.)
- ☐ Current copy of Manufactured Home Dealer License for each individual location.
- ☐ Current Financial Statement
  - ◆ A Business or Corporate Financial Statement for the most current fiscal year- end is required.
  - ◆ If your Dealership is **unable** to provide one (1) full year Business Financial Statement, a Pro-Forma and personal Financial Statement will be accepted.

Alliance Credit, LLC

Dealer Application

**Section #1**

**General Information**

Name of Dealership		Dealer License Number	
Corporate Name (if different)		Year Incorporated	
Physical Address:		Mailing Address	
Phone # (       )		Fax # (       )	
Other Affiliated Dealerships/Companies			
Business Type <input type="checkbox"/> Corporation (S or C) <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Liability Company		Tax ID Number	

**Section #2**

**Ownership**

Your signature below authorizes Alliance Credit, LLC to obtain such background information as necessary, including but not limited to, credit investigation, trade and bank references as well as financing sources.

Name & Home Address	Title/Social Security #	Signature
	Title	
	SS#	
	Title	
	SS#	
	Title	
	SS#	
	Title	
	SS#	

**Section #3**

**Contacts**

General Manager	Lot Manager/F&I
-----------------	-----------------

**Section #4**

**Salespeople**

Name	SS#	Name	SS#
Name	SS#	Name	SS#
Name	SS#	Name	SS#

**Section #5**

**Dealership**

When was your dealership established?	How Long at your current location?	Is your sales lot: <input type="checkbox"/> Owned <input type="checkbox"/> Leased	Is there a Park affiliated with this Sales Operation? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, does the Park have the same owners as the dealership? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Service Department? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not, how is service handled?	How many repossessions have you experienced in the past 3 years? _____		Are you willing to resell your own repossessions? <input type="checkbox"/> Yes <input type="checkbox"/> No
Names of manufacturers and models sold			Wholesale Insurance Company	
Current Retail Lenders				
Current Floor Plan Lender(s) and Address(es)				
Checking Account with:		Savings Account with:		

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Title: \_\_\_\_\_

**Location Information**

Company Name: \_\_\_\_\_ Company NMLS ID#: \_\_\_\_\_

Federal Tax ID: \_\_\_\_\_ NMLS Expiration Date: \_\_\_\_\_

Present Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Manager: \_\_\_\_\_

Exp Date of Business License on File: \_\_\_\_\_ Date of Last Financial Stmt on File: \_\_\_\_\_

**Corporate Office Information (If different from above)**

Corporate Office: \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Contact: \_\_\_\_\_

**Additional Sales Locations (Include all locations currently approved to do business with Alliance Credit, LLC)**

Location Name: \_\_\_\_\_ Company NMLS ID# \_\_\_\_\_

Address: \_\_\_\_\_ NMLS Expiration Date: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Manager: \_\_\_\_\_

Location Name: \_\_\_\_\_ Company NMLS ID# \_\_\_\_\_

Address: \_\_\_\_\_ NMLS Expiration Date: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Manager: \_\_\_\_\_

Location Name: \_\_\_\_\_ Company NMLS ID# \_\_\_\_\_

Address: \_\_\_\_\_ NMLS Expiration Date: \_\_\_\_\_

Phone#: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Manager: \_\_\_\_\_



**NOTICE OF INVESTIGATION AND AUTHORIZATION TO CHECK  
AND RELEASE CREDIT INFORMATION**

When reviewing applications or requests from dealer, and periodically thereafter for the duration of the Universal Dealer Agreement or other relationship with Alliance Credit, LLC, it is the normal policy of Alliance Credit, LLC to obtain personal credit histories of all principals and officers of such dealership, and to investigate their financial strength and creditworthiness. The investigative agencies utilized by Alliance Credit, LLC to obtain such data include, but is not limited to Trans Union and Dunn & Bradstreet.

Each undersigned principal and/or officer of the below named dealership authorizes Alliance Credit, LLC to check their credit history. This authorization will remain effective and ongoing and authorizes Alliance Credit, LLC to answer questions from and to provide credit references to third parties about Alliance Credit, LLC's credit experience with each of the undersigned.

By signing below, each of the undersigned acknowledges receipt of this notice and authorizes the above referenced investigation and any release of information obtained through such investigation.

_____ (Dealership Name)	
_____ (Signature)	_____ (Date)
_____ (Signature)	_____ (Date)
_____ (Signature)	_____ (Date)
_____ (Signature)	_____ (Date)



# AUTHORIZATION OF SIGNATURES

Date: \_\_\_\_\_

To: Alliance Credit, LLC

The undersigned individual(s) hereby certify that

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
City

\_\_\_\_\_  
State

is the trade name and address which our dealership is licensed.

I (We) agree and certify that contracts, and any other documents required to transact business with Alliance Credit, LLC may be signed by the following person(s):

X _____ Signature	_____ Name (Please print or type)
X _____ Signature	_____ Name (Please print or type)
X _____ Signature	_____ Name (Please print or type)
X _____ Signature	_____ Name (Please print or type)
X _____ Signature	_____ Name (Please print or type)
X _____ Signature	_____ Name (Please print or type)

Or any one of the undersigned principles.

Alliance Credit, LLC is hereby authorized to rely hereon to accept said signatures of any one of the above named persons for and on behalf of said business entity and below signed principles until this authority is terminated in writing.

If there is a change in ownership, the undersigned agree to notify Alliance Credit, LLC immediately.

The below signed individuals constitute all the owners, partners, or officers of the above stated business entity.

<u>Printed or Typed Name</u>	<u>Signature</u>	<u>Title</u>
_____	X _____	_____
_____	X _____	_____
_____	X _____	_____
_____	X _____	_____

*Alliance Credit, LLC ♦ 7825 Akron Canfield Rd. ♦ Canfield, OH 44406  
Toll Free: 1-866-916-9100 ♦ Toll Free Fax: 1-866-916-9110  
Email: alliancecredit9100@sbcglobal.net*

**SECRETARY CERTIFICATE**  
**Of CORPORATE RESOLUTION**

I \_\_\_\_\_, do hereby certify that I am Secretary of \_\_\_\_\_ (the  
"Corporation") and that the following is a true, complete and correct copy of resolutions adopted at a meeting of the Board of  
Directors of said Corporation duly and properly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_; that a quorum  
was present at said meeting; and that said resolutions are now in full force and effect.

**RESOLVED**, that the action of the several officers of this Corporation in making, executing and delivering on behalf of this Corporation  
a Dealer Agreement with Alliance Credit, LLC or its affiliates (hereinafter "Alliance Credit, LLC") be and it hereby is ratified, confirmed  
and approved.

**RESOLVED FURTHER**, that any one of the person from time to time holding the following offices of this Corporation:

_____	_____	_____
_____	_____	_____
_____	_____	_____

be and are hereby authorized to discount, sell, endorse, assign, or transfer to Alliance Credit, LLC any and all assets now or hereafter  
held, owned or controlled by this Corporation, and transact any and all other business with and through Alliance Credit, LLC which  
such persons may at any time deem to be advisable and in reference to any such business, to make any and all agreements and to execute  
and deliver to Alliance Credit, LLC and all contracts and other writings which such persons may deem to be necessary or desirable.

**RESOLVED FURTHER**, that the Secretary or Assistant Secretary shall certify to Alliance Credit, LLC the names and signatures of the  
persons who presently are duly elected, qualified and acting as the officers named above, as well as the names and signatures of all other  
officers and persons authorized to act on behalf of this Corporation under these resolutions, and the Secretary or Assistant Secretary  
shall from time to time hereafter, upon a change in the facts so certified, immediately certify to Alliance Credit, LLC the names and  
signatures of the officers or persons then authorized to sign or act. Alliance Credit, LLC shall be fully protected in relying upon such  
certificates and on the obligation of the Secretary or Assistant Secretary set forth above. Alliance Credit, LLC shall be indemnified and  
saved harmless by this Corporation from any claims, demands, expenses, loss or damage resulting from honoring or relying on the  
signature or other authority of any officer or person whose name and signature was so certified, or refusing to honor any signature or  
authority not so certified.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**RESOLVED FURTHER**, that these resolution shall continue in force until express written notice of their rescission or modification has  
been furnished to and received by Alliance Credit, LLC.

**RESOLVED FURTHER**, that any and all transactions by or in behalf of this Corporation with Alliance Credit, LLC prior to the  
adoption of this resolution be and the same hereby are in all respects ratified, approved and confirmed.

**IN WITNESS WHEREOF**, I have hereunto subscribed my name and affixed the Seal of the Corporation on this \_\_\_\_\_ day  
of \_\_\_\_\_.

(Corporate Seal)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

## **UNIVERSAL DEALER AGREEMENT**

This Universal Dealer Agreement is made this \_\_\_\_\_, 20\_\_\_\_\_, by and between Alliance Credit, LLC and \_\_\_\_\_

(Dealer)

**WHEREAS**, Dealer is engaged in the business of selling new and used manufactured homes ("Homes") to customers ("Borrowers"); and

**WHEREAS**, Alliance Credit, LLC ("Lender") facilitates Dealer's sale of Homes by locating financial institutions ("Investors") to purchase loans to Borrowers ("Loans"); and

**WHEREAS**, some such Loans include amounts advanced for purchase or refinancing of the real property upon which a Home is to be placed ("Land Home Loans");

**WHEREAS**, each Borrower executes a security note, mortgage and/or promissory note, and numerous other documents, which are prepared by Alliance Credit, LLC and ultimately delivered to an Investor (collectively the "Loan Documents").

**NOW, THEREFORE**, in consideration of the mutual promises and conditions hereinafter set forth, the parties covenant and agree as follows:

1. From time to time, Alliance Credit, LLC provides to Dealer a list of all the types of Loans which various Investors will accept, which includes interest rates, loan limits, loan-to-value ratios, points, fees and limited conditions pertaining to individual programs. Alliance Credit, LLC will also provide the loan to the Dealer's customer.
2. Dealer shall assist in obtaining all reasonably necessary documentation required by Alliance Credit, LLC and/or Investor for each Loan for which a Borrower requested to fund a Home purchase.
3. Alliance Credit, LLC will receive credit applications completed by Borrowers that are customers of the Dealer. Those applications that meet the current loan purchase requirements of Investors will be submitted for purchase consideration. The Investor will issue an approval or denial based upon its review. After a purchase commitment by an Investor and upon delivery and acceptance of the Home by the Borrower, Dealer shall deliver to Alliance Credit, LLC, and or Investor, all documents listed on a check sheet provided by Alliance Credit LLC. The check sheet may include, but is not limited to, the delivery of a security agreement, promissory note, consumer disclosures and certificate of title for the Home (registered in the Borrower's name with the Lender's first lien notated thereon). Upon receipt of the loan Documents required by the Lender or Investor, Dealer shall receive as a disbursement from the Loan proceeds any monies due to the Dealer from the transaction.



4. Dealer shall act as general contractor for improvements and services performed in association with Land Home Loans. Dealer's duties as general contractor include, but are not limited to, the following:
  - A. Performing services including, but not limited to, supervision of all work performed in conjunction with Land Home Loans to assure workmanship and defect free materials.
  - B. Obtaining all documents required by any government agency for construction of improvements including, but not limited to, permits, applications, inspections and Certificate of Occupancy.
5. Dealer represents and warrants to Alliance Credit, LLC and to any Investor who purchases or funds a Loan as follows:
  - A. Dealer has and will maintain all licenses necessary to carry on its business as it is now being conducted if the laws of such state require licensing or qualification in order to conduct business of the type being conducted by Dealer.
  - B. Each Loan purchased by an Investor or funded by the Lender conforms to all applicable requirements of Lender or Investor.
  - C. Each Loan complies with all applicable federal, state and local laws and regulations as their retail responsibilities exist.
  - D. Each Loan will be secured by a valid first lien on the Borrower's Home and, in some instances, including all Land Home Loans, the Borrower's real property.
  - E. As of the date of delivery of the Loan file, there is no valid offset, defense or counterclaim to any provision of any Loan Document including the obligation of the Borrower to pay the unpaid principal and interest due on such obligation.
  - F. As of the date of delivery of the Loan file, there are no mechanics' liens or claims which would affect the lien priority of any mortgage or security interest in the Home.
  - G. Each individual Borrower received all necessary consumer disclosures required from the retailer by Federal, State and Local laws and regulations
  - H. That all documents provided to Alliance Credit, LLC and/or Investor are genuine and validly executed by the Borrower and that the Borrower has the legal capacity to enter into such documents.

- I. As of the date of delivery of the Loan file, the Home has been delivered to and satisfactorily accepted by the Borrower.
- J. That any down payment was received directly from Borrower and is equal to or greater than ten percent (10%) of the total sale price (unless otherwise approved by Alliance Credit, LLC and/or Investor) and that said down payment was provided in cash (unless otherwise approved by Alliance Credit, LLC and/or Investor).

If Dealer breaches any representation or warranty set forth in this Agreement, then Alliance Credit, LLC and/or Investor, at its sole discretion, is permitted to demand the recovery from Dealer of costs (as hereinafter defined) associated with any Loan funded by Lender or Investor which fails to conform to the foregoing. The purchase price for any Loan sold will be a price equal to the unpaid principal balance of the Loan plus accrued interest through the end of the month of repurchase, plus any advances made by Alliance Credit, LLC and/or Investor, plus any fee paid by Lender or remuneration received by Dealer with respect to the Loan. The Loan shall be purchased by Dealer not later than ten (10) business days after the receipt of written demand to purchase. Alliance Credit, LLC and/or Investor may also, as its option, withhold the payment of fees or other remuneration due to Dealer until such time as Dealer has complied with all outstanding demands for purchase.

- 6. Dealer shall not assign its interest in this Agreement without the written consent of Alliance Credit, LLC and/or Investor. In the event of a dispute between the parties as to either the provisions of the Agreement or the transactions contemplated herein, the laws of the State of Ohio shall govern.
- 7. This Agreement shall supersede and replace any prior Universal Lender – Dealer Agreements between the parties and/or Lender or Investor concerning the origination, purchase or funding of Loans by Alliance Credit, LLC and/or Investor although any such Loan originated, purchased or funded by Alliance Credit, LLC and/or Investor prior to the date of this Agreement will continue to be governed by the terms of any prior agreement pertaining thereto. No term or provision of the Agreement may be waived or modified unless in writing.
- 8. In the event the Dealer fails to make payment to Alliance Credit, LLC and/or Investor of any sums which are owed to Alliance Credit, LLC and/or Investor by the Dealer under this Agreement, Alliance Credit, LLC and/or Investor shall be permitted to deduct such sums due or which become due from the Dealer under this Agreement or under any other agreement between the Dealer and Alliance Credit, LLC and/or Investor.

9. This Agreement may be canceled by either party and such cancellation shall be effective five (5) days after mailing of written notice to the other party. Should this Agreement be canceled, each party shall be liable for locked-in commitments unless Alliance Credit, LLC and/or Investor determine, at their sole discretion, that a locked-in commitment was procured in violation of this Agreement.
10. Any Investor which purchases a Loan to a Borrower that funded the purchase of a Home from the Dealer and funded by Alliance Credit, LLC under this Agreement shall be deemed to be an intended third party beneficiary of this Agreement and shall have all the rights of Alliance Credit, LLC hereunder.
11. This Agreement shall be binding upon and inure to the benefits of the parties hereto and their respective heirs, successors and assigns
12. Dealer shall make all books and records pertaining to any Loan submitted to Alliance Credit, LLC and/or Investor upon reasonable request.
13. Each party agrees to reimburse the other for any expenses, fees, and costs (including court costs and reasonable attorney's fees) which the other may incur in the enforcement of this Agreement.

**IN WITNESS WHEREOF**, Dealer has caused this Agreement to be executed either individually or by its duly authorized officer on the day and year first above written, with the understanding that Alliance Credit, LLC shall maintain the original of this Agreement signed by Dealer in its files and is hereby authorized to present a photocopy of this Agreement to any potential Investor of its choosing, which shall become an intended third party beneficiary of this Agreement.

**Dealer:** \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_

**Alliance Credit, LLC**

By: \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_



**AUTHORIZATION/RELEASE FOR BUSINESSES AND INDIVIDUALS**

\_\_\_\_\_ (the "Applicant") acknowledges that it is in the best interest of both Applicant and Alliance Credit, LLC for Manufactured Home Lender to perform due diligence concerning Applicant's background and experience. Applicant further acknowledges that Applicant benefits from the efficiencies in the due diligence process that are possible when Alliance Credit, LLC and other similarly situated entities in the Manufactured Housing Lending industry exchange information about their experiences in doing business with individuals and companies such as Applicant. Therefore, Applicant hereby consents and gives Alliance Credit, LLC permission to submit the name of Applicant's company and any and all employees of that company for screening through any and all Manufactured Home Lending industry background databases, including without limitation, databases operated by Mortgage Asset Research Institute, Inc. such as the Mortgage Industry Data Exchange ("MIDEX-MH"). Applicant understands that Alliance Credit, LLC performs quality control reviews of the loans that Applicant submits Alliance Credit, LLC for registration, review, underwriting, funding and/or purchase. Applicant understands and hereby consents to the release of information about any loan application that is believed to contain misrepresentations and/or irregularities. Applicant agrees and gives its consent that it and its employees may be named as the originating entity or loan officers on such loans, whether or not Applicant or its employees are implicated in the misrepresentations and/or the irregularities. Applicant hereby releases and agrees to hold harmless Alliance Credit, LLC, Mortgage Asset Research Institute, Inc., all MIDEX-MH subscribers, and any trade associations that endorsed the MIDEX-MH system from any and all liability for damages, losses, cost, and expenses that may arise from the reporting or use of any information submitted by Alliance Credit, LLC or any other MIDEX-MH subscriber to Mortgage Asset Research Institute, Inc., recorded in the MIDEX-MH system, and used in any way by Alliance Credit, LLC or any other MIDEX-MH subscriber.

Signed for Applicant:

\_\_\_\_\_

\_\_\_\_\_  
(Print or Type Name)

Its \_\_\_\_\_

Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Signed for Alliance Credit, LLC :

\_\_\_\_\_

\_\_\_\_\_  
(Print or Type Name)

Its \_\_\_\_\_

Company:

**Alliance Credit, LLC**

Address:

**7825 Akron Canfield Rd.  
Canfield, OH 44406**

Date: \_\_\_\_\_

**Certification of Compliance with Anti-Money Laundering (AML) & Suspicious Activity Reporting (SAR) under the Financial Crimes Enforcement Network (FinCEN) Requirements**

Implementation: Prior to August 13, 2012

We (Dealer) \_\_\_\_\_) certify that we have established a written AML/SAR policy that is designed to prevent our company from being used to facilitate money laundering or to finance terrorist activities including:

1. Policies, procedures, and internal controls based on our assessment of the money laundering and terrorist financing risks associated with our products and Services which include :
  - a. Filing Suspicious Activity Report (SARs);
  - b. Integrating our Counterparties into the AML PROGRAM;
  - c. Maintaining an adequate Customer Identification Program;
2. Designation of an AML Program compliance officer
3. Maintaining an ongoing employee training program
4. Independent testing of the AML program

Management has approved our AML Compliance Program.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Compliance Officer Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

Alliance Credit LLC

7825 W. Akron Canfield Rd.

Canfield, OH 44406

## Land in Lieu Required Provisions

- λ Property must meet state, county or local zoning & sanitation guidelines.
- λ Property must be at least ¼ Acre. (No maximum acreage requirement.)
- λ Property must be adjacent to an all-weather road, and served by public utilities or a private well and either an approved septic tank or public sewer system. No joint wells or water tanks are allowed.
- λ Homes must be built to HUD standards. (No modular units.)
- λ Maximum loan term of 25 years.
- λ Interest Rate – see current Alliance Credit, LLC rate schedule.
- λ Seventy-five percent (75%) of the appraised land value or equity can be used to meet the 10% down payment requirement.
- λ At dealer option, appraisal fee, title search and recording fee may be financed. Even if you finance these fees we still recommend that you collect \$750.00 from your customer to cover these costs, as the dealer will be billed for whatever stages of the process were completed, even if the customer backs out before closing.
- λ The Alliance Credit, LLC lender must be in first lien position.
- λ Alliance Credit, LLC and its lenders do not pay off land. The deed must come to us free of liens and encumbrances.



## Land in Lieu Procedures

- λ Write "Land in Lieu" on your application. It may also be helpful if you have an approximate value on the land, so we can determine if there will be sufficient equity to proceed.
- λ Please also note on the application if the closing costs are being paid by the dealership or by the customer, and if the customer will be paying the closing costs in cash.
- λ The underwriting department will advise you of the approving lending institution, and your customer will be sent the forms and notices which are required by RESPA.
- λ At this point you will want to ensure that your sale is eminent because outside companies such as land extract or title company will begin their work on a fee basis. You will be billed up to the point of each stage of completion should your customers elect not to finalize the purchase.
- λ A copy of the recorded deed, complete with book and page number, will now be required so that a search of the property can be completed to determine that no mortgages, liens, or encumbrances are presently against the property.
- λ Assuming the property is free of liens, an appraisal will be ordered to establish the land value. Seventy-five percent (75%) of the appraised value or equity can be used to provide the down payment requirement. In the event the appraised land is insufficient, the difference can be made up in cash or net trade-in. Manufacturer and Dealer rebates are not permitted under this program.
- λ The mortgage instrument will now be prepared with the retail installment security agreement by our company (unless otherwise agreed upon arrangements have been made). The documents, which will include a three (3) day "Right of Rescission" to the customer, will be forwarded to you upon completion, but will not be dated. The appropriate dates must be entered on the date executed by your customer. If unsure of your timeline, please call us before executing the contract to ensure proper handling of the closing.
- λ The complete loan package will be submitted to Alliance Credit, LLC. We will have the mortgage filed and complete the final land search to ensure the first mortgage position. The package will be forwarded to the lender during the mortgage filing process to save processing time. The lender will receive, by facsimile machine, the verification of filing so the loan funding can commence.
- λ The Land in Lieu of Down Payment process is complete.

## Land in Lieu Procedures

- λ Write "Land in Lieu" on your application. It may also be helpful if you have an approximate value on the land, so we can determine if there will be sufficient equity to proceed.
- λ Please also note on the application if the closing costs are being paid by the dealership or by the customer, and if the customer will be paying the closing costs in cash.
- λ The underwriting department will advise you of the approving lending institution, and your customer will be sent the forms and notices which are required by RESPA.
- λ At this point you will want to ensure that your sale is eminent because outside companies such as land extract or title company will begin their work on a fee basis. You will be billed up to the point of each stage of completion should your customers elect not to finalize the purchase.
- λ A copy of the recorded deed, complete with book and page number, will now be required so that a search of the property can be completed to determine that no mortgages, liens, or encumbrances are presently against the property.
- λ Assuming the property is free of liens, an appraisal will be ordered to establish the land value. Seventy-five percent (75%) of the appraised value or equity can be used to provide the down payment requirement. In the event the appraised land is insufficient, the difference can be made up in cash or net trade-in. Manufacturer and Dealer rebates are not permitted under this program.
- λ The mortgage instrument will now be prepared with the retail installment security agreement by our company (unless otherwise agreed upon arrangements have been made). The documents, which will include a three (3) day "Right of Rescission" to the customer, will be forwarded to you upon completion, but will not be dated. The appropriate dates must be entered on the date executed by your customer. If unsure of your timeline, please call us before executing the contract to ensure proper handling of the closing.
- λ The complete loan package will be submitted to Alliance Credit, LLC. We will have the mortgage filed and complete the final land search to ensure the first mortgage position. The package will be forwarded to the lender during the mortgage filing process to save processing time. The lender will receive, by facsimile machine, the verification of filing so the loan funding can commence.
- λ The Land in Lieu of Down Payment process is complete.



## Communication Disclosure

You have submitted your credit application to Alliance Credit LLC for the purchase of a home. A designated licensed loan originator (or a person under their supervision, as appropriate) may communicate the status or address other questions you may have about your application or the loan process. During the sales process, if there are questions that may impact the financing of your purchase, your sales consultants may conference you to the appropriate licensed loan originator at Alliance Credit LLC.

Following the receipt of your credit application, a licensed loan originator from Alliance Credit LLC may contact you to discuss the terms of your application. Should you have questions about the loan terms, you may contact Alliance Credit LLC at (866)-916-9100 and ask to speak to the loan originator that reviewed your application.

By signing below, you acknowledge that you have read and understood the details provided, and also consent to Alliance Credit LLC sharing the decision of your credit application and other necessary personal financial information with your retailer in order to facilitate your sales transaction and other purposes. You also acknowledge that you have personally completed the information on the credit application and that the information is complete and accurate. You have included all your current obligations. If you intend to take out other loans relating to your purchase you have included them in the application.

You authorize Alliance Credit LLC, one of its licensed loan originators, or staff under their supervision, to communicate with you during or after the loan process is complete at the following email address:

Email address: applicant \_\_\_\_\_

Email address: co-applicant \_\_\_\_\_

Such communications may include credit decisions, federally mandated notices, and post-closing servicing notifications.

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date

\_\_\_\_\_  
Applicant Signature                      Date