

Vehicle Purchase Checklist

Auto Dealers Purchase

- Copy of signed **Retail Installment Sales Contract/Purchase Contract, Bill of Sale, or Option Contract** (long yellow form from the dealer).
- **Vehicle Information:** year, make, model, vehicle identification number (VIN), mileage, trim.
- **Proof of Insurance** (optional): company, contract information and valid policy information.
- **Current ID:** (funding cannot be completed without a valid ID).

Independent Auto Dealers

- Copy of signed **Retail Installment Sales Contract/Purchase Contract, Bill of Sale, or Option Contract**.
- **Vehicle Information:** year, make, model, vehicle identification number (VIN), mileage, trim.
- **Validated Registration** showing Ventura County Credit Union as a Lien Holder:

VENTURA CNTY CU

PO BOX 6920

VENTURA, CA 93006

ELT# P80

- **Proof of Insurance** (optional): company, contract information and valid policy information.
- **Current ID** (funding cannot be completed without a valid ID).

Private Party Purchase

- **Seller** must be present to fill out DMV paperwork, must bring a **current ID**, and must **bring unsigned CA title** (If the vehicle is still financed and they do not have the title, they will need to bring in a statement from the financial institution it's currently financed with).
- **Current Registration** (Not to be due within 60 days. If it is due within 60 days, member must pay the registration, and bring proof that it has been paid). Vehicle must be registered in California.
- **Smog Check:** For vehicles 4 years or older, a smog check may be required.
- **Vehicle Information:** year, make, model, vehicle identification number (VIN), mileage, trim, sales price.
- **Proof of Insurance** (optional): company, contract information and valid policy information.
- **Current ID** (funding cannot be completed without a valid ID).
- **Private Party purchases** require the seller to come into the branch to process funding.