

# **DCU** Intent to Sell Checklist

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Please use this form when financing a vehicle purchased via private sale.

To speed the processing of your application, please follow these steps:

1. Complete the Intent To Sell Form in its entirety. Incomplete or unsigned forms will delay processing of your request.
2. Please indicate current lienholder information if there is a loan against the vehicle.
3. You will also need a copy of the registration or title of the vehicle.
4. Mail your completed Intent To Sell form and the registration or title to:

Digital Federal Credit Union  
Consumer Loan Department  
220 Donald Lynch Boulevard, PO Box 9130  
Marlborough, MA 01752-9130

Or, you can fax the forms to the Consumer Loans Department at **508/263-6392**.

## **What you can expect**

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**Once you've mailed or faxed your completed forms...**

1. You'll receive a phone call from one of DCU's Consumer Loan Representatives within 2 Business days of receiving your application.
2. Our Representative will inform you of your approval status and discuss any information you will need to close the loan.



220 DONALD LYNCH BOULEVARD • PO BOX 9130 • MARLBOROUGH, MA 01752-9130  
508.263.6700 • 800.328.8797 • dcu.org • dcu@dcu.org

# Intent to Sell Form

I, \_\_\_\_\_ intend to sell one \_\_\_\_\_  
(Seller Name) (Year, Make, & Model)

Vehicle ID Number \_\_\_\_\_ to \_\_\_\_\_  
(Buyers Name)

for \$ \_\_\_\_\_.

The current mileage of this vehicle is \_\_\_\_\_. The vehicle also contains the following options:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lienholder Name: \_\_\_\_\_

Signatures: Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Seller\* \_\_\_\_\_ Date \_\_\_\_\_

Seller \_\_\_\_\_ Date \_\_\_\_\_

\* All owners must sign.

Please include a copy of the title or registration.