 Intent to Sell Checklist

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

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.
I, ________________________ intend to sell one ________________________________

(Seller Name) (Year, Make, & Model)

Vehicle ID Number __________________________ to ________________________________

(Buyer's 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.