

**BEACON COMPLETION CHECKLIST**

DL	Is DL for correct state? Is it current, for the correct person?
Insurance	Is insurance current? Is insurance in customers name? Is it on vehicle purchase?
Power of Attorney	Did you include a BEACON POA? Do we need dealer POA?
Notary	Are all papers notarized? (Title, Odometer, Lien / Lease Papers . . .)
Title Info	Are all signatures present? Are all dates present? Is there a lien holder?
VIN #s	Does VIN appear correct on EVERY piece of paper?
Lien Holder	Is there a lien holder? Was lien holder placed on title?
Inspections	Are there any VIN, Safety, or Emissions inspections due on the vehicle?
Airbill	Is registration card for person registering? Is it current?
Registration	Is registration card for person registering? Is it current?
Signatures	Do signatures match? Are ALL signatures present?
Tax Money	Check tax amount. If lease - are taxes paid upfront or in lease?
MV Fees	Transferring or new tags? Was correct amount given?
Beacon Check	Was Beacon paid to do deal?

\* Please refer to BEACON quote sheet for any specific requests pertaining to deal