



The Applicant Interview Process

Published guidelines represent the minimum requirements for each program and are subject to CHB lender discretion. Please contact the Business Development Director for Clarification or additional Directions 307.241.7005

Interview – CHB does a personal business interview with the applicant during the underwriting process. We conduct this interview over the phone for all deals except Trailer-Only deals under \$35,000 and all other deals under \$25,000.

- ✓ We ask about the applicant's industry experience as it relates to the credit request and equipment.
- ✓ We gather information regarding the applicant's financial ability to repay the obligation.
- ✓ We verify updates/listed account data on the applicant's CBR and business PayNet reports.
- ✓ The Interview process helps to detect fraudulent deals.
- ✓ The Interview process helps us acquire a better understanding of the applicant (i.e. their story).

In the Interview we do NOT –

- ✓ Solicit business from Your Client
- ✓ Sell your Client on any products
- ✓ Circumvent the Broker-Funder Process

Pre-Funding Documents Requirement

- ✓ Acceptable E-Signatures (DocuSign)
- ✓ Copy of Title(s) Front and Back (for titled equipment)
- ✓ Color Photo(s) of Equipment
- ✓ If leasing onto another company: A Letter of Intent from the leasing company is required
- ✓ Copy of All Guarantor(s) Driver License and Permanent Resident Card (if applicable)
- ✓ Signed Invoice Showing: C.H. Brown Co., LLC 20 West Frontage Rd. Wheatland, WY 82201 as **Lienholder**
 - Down payment on Invoice in amount as indicated on the Terms Sheet
- ✓ Vendor Contact Information for GPS installation (Please complete the items on the Terms Sheet)
- ✓ Title Responsibility Acknowledgement (TRA) Form

Funding Documentation Requirement

- ✓ Wire Instructions for Dealer / Seller
- ✓ All Loan Documents, Properly signed, Including Credit Application and Insurance Company Information (COI)
- ✓ Insurance Binder Listing C.H. Brown Co., LLC as the Loss Payee (Certificate Holder is NOT Acceptable) See Insurance Requirements
- ✓ Equipment Specification Sheet with Color Picture(s) of the Equipment
- ✓ Photo Copy of the Valid Driver License(s), Permanent Resident Card(10 year unconditional), and/or Naturalization docs for all PG(s) persons Signing
- ✓ If there is no Serial Number on Equipment – Prior authorization is needed and the borrower(s) agree to attach the enclosed tag.
- ✓ Voided Check for Automatic Payment withdrawal via Automated Clearing House (ACH) in the name of borrower
- ✓ TRA Form signed by the buyer and seller
- ✓ Motor Carrier (MC) Form completed by the applicant (if applicable)
- ✓ Reassignment of Title (i.e. how the title will look when the re-assignment is made)
- ✓ All POAs signed and returned to CHB with a confirmable tracking number
 - Scanned Copies sent along with documentation
- ✓ Broker Commission Invoice
- ✓ Welcome/Confirmation Call
- ✓ Bill of Sale/Invoice – Buyer's name and address Must match what is on the Loan Contract
- ✓ Invoice must show – Make, Model, Year, VIN/SN, w/CHB's funding price and CHB as Lienholder



Title Requirements

- ✓ Must be Clear of All Brands including but not Limited to:
 - Salvage
 - Rebuilt
 - Cumulative Damage
 - Repo
- ✓ Borrower must NEVER have Possession of Title
- ✓ Must be completed Correctly with no Scribbles, White Out, or other alterations that would make the title Voided/Mutilated
- ✓ Reassignments by Certified Dealership Only
- ✓ No Skipped Title – all Owners must Pay Sales Tax
- ✓ All Liens must be Released with either a release stamp or LR documents
- ✓ If buyer and selling dealership are in 2 different states – CHB will process the Title
- ✓ If buyer and seller are in the same state – the dealership will be responsible for processing the Title.
- ✓ For Private Party Deals – CHB will process the title.
- ✓ Reassignment name and address must match the loan contract

GPS Requirements

- ✓ A GPS is required for all mobile equipment that is financed (titled or yellow iron)
- ✓ A 3rd party GPS installer is used
- ✓ Equipment must have GPS before it is funded
- ✓ Please check with your lender for additional details
- ✓ 3rd party installer will coordinate installation with the vendor/seller of the equipment

POAs (Powers of Attorney)

POA – Until POAs can be accomplished virtually, we require evidence the wet signed original documents are in transit/on their way to our office at:

C.H. Brown Co., LLC
20 West Frontage Rd.
Wheatland, WY 82201.

A copy of the signed documents along with the verification that the documents are en route via tracking number will allow the deal to be funded.

Lien Holder Information

For all Invoices, the following must be used as the Lien Holder for the equipment

C.H. Brown Co., LLC
20 West Frontage Rd.
Wheatland, WY 82201.

The invoice must show the exact numbers as the term sheet, in regards to the down payment and total amount due.