



## Retailer Enrollment Checklist

- [ ] **Retailer Agreement** Executed by Corporate Officer, Member or Partner (**Not Manager or GM**) for each dealership business entity listed on the Retailer Agreement. Up to 7 Corporations Can sign.
- [ ] **Retailer Information Form** Complete one form for each rooftop or business entity signing the Retailer Agreement.
- [ ] **Copy of Business License** Provide a photocopy of state vehicle dealer license or state general business license.
- [ ] **Retailer Product Exception** Required when a Retailer wants to finance a non-eligible product.
- [ ] **Retailer E-Contracting List** Required when a Retailer chooses to E-Rate & E-Contract using the online FormsBuilder.
- [ ] **ZERO Plan Menu** **Optional** program to allow Retailers to use a sales tool to increase revenue on cash purchasers and service drive customers.

### **Non – Franchised Independent Retailer, Used Vehicle Retailer or Repair Shop Only**

#### **Required Eligibility Criterion For Independent Retailer:**

- Minimum 3 years in business at same location.
- Owner or corporate officer must sign a **Personal Guaranty Agreement** to guarantee the obligations of the business entity signing the dealer agreement.

- [ ] **Personal Guaranty** Required only for Independent Retailers or Used Vehicle Retailers.

**FAX ALL FORMS TO 773-889-4508 or SCAN/EMAIL TO  
[SALES@THEZEROPLAN.COM](mailto:SALES@THEZEROPLAN.COM)**

**Once the above documents are received by Universal Lenders, LLC a Launch Kit will be shipped to the Retailer and contracts can be presented for funding.**