

# GUEST WORKSHEET

## STEP 1 BASIC INFORMATION

DRIVERS LICENSE     RECENT CHECK STUB FROM WORK     COPY OF PHONE OR CELL PHONE BILL

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## STEP 2 REFERENCES We do not solicit references for sales. We do not sell any names to telemarketers.

Landlord or Building Manager or Property Owner or Mortgage holder: (Circle one)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Names on lease: \_\_\_\_\_ Names of others living with you: \_\_\_\_\_

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Closest relative – not living with you; Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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Friend or relative; Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you known them? \_\_\_\_\_

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Friend or relative; Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you known them? \_\_\_\_\_

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Friend or relative; Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you known them? \_\_\_\_\_

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Friend or relative; Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ How long have you known them? \_\_\_\_\_

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Your e-mail address \_\_\_\_\_

Do you have text messaging on your phone?     Yes     No

## STEP 3 DETAILS

CLEAR TITLE IN NAME OF PURCHASER & ANY LIEN RELEASES FOR TRADE-IN (If Applicable)

PLATES TO TRANSFER (If Applicable) and / or PLATE NUMBER \_\_\_\_\_

DOWN PAYMENT IN: CASH OR VISA/MASTERCARD DEBIT CARD OR PURCHASERS CREDIT CARD. *NO CHECKS.*

VOIDED CHECK or PROOF OF SAVINGS ACCOUNT or COPY OF BANK STATEMENT TO SET UP ELECTRONIC PAYMENTS

ANY OTHER DOCUMENTATION NEEDED \_\_\_\_\_

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