Private Party Vehicle Purchase Instructions:

Please use the guidelines below to ensure the details of your transaction are complete--following these will help make the process smooth and prompt:

- ❑ Be sure to have all of the vehicle's information: exact year, make, model, license plate number, VIN, purchase price and registered state
- ❑ If title is owned free and clear – you will be responsible to add Qualstar CU as legal owner on the title
- ❑ If the seller still owes on the vehicle – a signed/completed authorization for payoff by the seller is required. The seller and all buyers will need to be present at the branch funding appointment.
- ❑ The title cannot be branded as follows: Rebuilt, Junk or Salvaged
- ❑ If vehicle is registered out of state, we will need a copy of title/registration
- ❑ An appointment can be scheduled at one of our branches once all items are complete. We will contact you to schedule.
- ❑ Vehicle tabs must have at least 90 days before expiration. If there are less than 90 days, the seller will need to renew before funding. Who pays for the new tabs does not matter, but the seller is required to do the actual renewal per the State of Washington

Please send required information by FAX to 425-401-1578, or email - consumerlending@qualstarcu.com.

If you have questions regarding these guidelines, or would like to schedule your appointment, please contact our Lending Department at **1-800-848-0018**.