

NAME:

REP NAME:

VIN:

OPERATOR CODE:

DATE:

Double Verified Audit Checklist

**Prior to remitting the file, check each of the following items on both the paperwork and UTS.
 Once processed, verify each item once more, initialing as representative.
 Next, pass to another employee to double check the file and initial each item as verifier.**

Rep	Ver	Items to be checked
		1. Ask customer to review name and address on the 1799.**
		2. Front of the Title <ul style="list-style-type: none"> a. Liens – if there is a lien, make sure there is a lien release on the title or lien release document b. Brands – if there is a brand, make sure there is a disclosure or additional supporting documents for that brand (if applicable) c. NMVITAS - if applicable, double check NMVITAS report for brands. d. Color – Ask the customer to verify the color of the vehicle**
		3. Seller Information <ul style="list-style-type: none"> a. Verify that the first name, last name, and suffix on all supporting documents match the title.
		4. Check name usage of the seller on the back of the title
		5. Verify that the vehicle description on the transfer document matches information on the face off the title. <ul style="list-style-type: none"> a. Autos only – Verify Model Code
		6. Buyer Information - Look at the printed name of the buyer on the back of the title and make sure it matches the driver's license and all supporting documents
		7. Check document set for new liens to be recorded. <ul style="list-style-type: none"> a. If there is a new lien: <ul style="list-style-type: none"> i. Ask the buyer if they are financing the vehicle** ii. Check for the correct ELT code iii. Verify that you have charged the correct lien fee for the lien instrument provided (MTG/NMG)
		8. Verify that you have entered the correct sale price. <ul style="list-style-type: none"> a. Plus taxable items, minus trade-ins and rebates <ul style="list-style-type: none"> i. Verify trade ii. If the plate is not cancelled, cancel it by TR
		9. Sale Date – Make sure all sale, delivery, acquired, and effective dates match.
		10. Make sure supporting documents are completed, signed, and notarized.
		11. Verify odometer and compare with all supporting documents.
		12. Make sure you have required copies of driver's licenses. <ul style="list-style-type: none"> a. If the title is not a Louisiana title, make sure you have proof off out of state residency (unless there is an FN flag for the seller)
		13. Verify that the license plate you have entered in UTS matches the one you are handing to the customer.**
		14. Ask the customer to verify name and address on the registration. **

Comments: _____

Rep Signature _____

Verifier Signature _____