

Check your purchase quote.

For your own records. Do not send identity documents, account numbers or completed worksheets to this publication.

01 Start with the document

Leasing company / vehicle description

Scheduled lease end / intended purchase date

Quote source / quote date / good-through date

Starting amount \$ _____ Document label: _____

02 Count each charge once

CHARGE	AMOUNT	CIRCLE ONE
Purchase-option fee	\$ _____	Included / Separate / N/A / Unknown
Sales / motor-vehicle tax	\$ _____	Included / Separate / N/A / Unknown
Title fee	\$ _____	Included / Separate / N/A / Unknown
Registration	\$ _____	Included / Separate / N/A / Unknown
Other purchase charge	\$ _____	Included / Separate / N/A / Unknown

Credit not already reflected in the quote: \$ _____ Confirmed by: _____

Known subtotal: \$ _____

Starting amount + separate purchase costs - unapplied credit

UNRESOLVED ITEMS / WHO CAN CONFIRM THEM

Plan payment and follow-up.

Use your lessor, lender and state authority for the instructions that apply to your transaction. A checked box is your own note, not our verification.

03 Separate purchase cash from financing

Payment method / confirmed payee

Purchase costs paid outside loan \$ _____ Additional down payment \$ _____

Financed loan fees \$ _____ Cash-paid loan fees \$ _____

Amount financed \$ _____ Note interest rate _____ % Term _____ months

Lender-disclosed APR _____ % Monthly payment \$ _____

Upfront cash \$ _____ Total loan repayments \$ _____

04 Confirm the instructions, then track completion

☐ Accepted payment method and required arrival / clearing date confirmed

Record the source and deadline: _____

☐ Purchase packet and required signatures identified

Responsible party / next step: _____

☐ Odometer or other statement confirmed, if required

Requirement source: _____

☐ Tax, title, lien and registration responsibilities confirmed

Who handles each step: _____

☐ Insurance changes confirmed with the provider

Effective date / next step: _____

☐ Payment receipt and title follow-up recorded

Where final records are stored: _____