

# APPX PRESS CHECKLIST

## WITH YOUR CUSTOMER:

- Did your customer **read and understand** the Rental-Purchase Agreement?
- Did your customer e-sign all documents?
- Did you give your customer a **copy** of the Rental-Purchase Agreement?
- Did you reinforce your customer's **rental payment amount and due date** with them?
- Did you tell your customer they would make all future payments to HCI? Did you tell your customer that HCI **will contact them** soon via mail and phone?
- Did you accept funds for the customer's first rental payment and security deposit? (**You can run a check, debit or credit card payment using the PAY NOW button**)

## VERIFY THE FOLLOWING ARE COMPLETE:

### E-signed Documents:

- Rental-Purchase Agreement
- Information Sheet
- Landlord Lien Waiver (if a renter)
- Electronic Payment Authorization Form (if applicable)
- Delivery Certificate

### Additional Documents Needed:

- Driver's License (photo or scanned copy)
- Invoice (photo or scanned copy)

\*\*\*All documents will be sent to HCI at once after all are signed and status is Complete.