

# APPX PRESS CHECKLIST

## Mowers/Tractors/Golf Carts

### WITH YOUR CUSTOMER:

- Did you take a picture of your customer's photo ID?
- 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 process 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
- Liability Waiver
- Electronic Payment Authorization Form (if applicable)
- Delivery Certificate

#### Additional Documents Needed:

- Driver's License & proof of income (photo or scanned copy)
- Invoice, including GPS ID # (photo or scanned copy)
- Photo of product

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