



LEASE APPLICATION AND FUNDING PROCESS

QUICK REFERENCE GUIDE

Application Process

1. Customer completes Equipment Lease Application
2. Equipment Lease Application is submitted to LEASE I via fax...800-281-3959.
3. Credit decisions are typically made within 4-8 hours
4. Customer & Vendor will be contacted by phone, fax or email with credit decision
5. Documents will be prepared and emailed to Customer/Vendor for customer's signature.
6. Once the approval letter has been issued, the equipment can be ordered and installed.

Completing the Lease Application

1. Vendor Section – provide name, address, contact and phone / fax numbers of the Vendor.
2. Payment Plan Section – must provide preferred lease term and total lease amount.
3. Equipment Description – list quantities, model/serial numbers, etc or attach an equipment list.
4. Lessee Information – complete in full using legal registered entity name & DBA if applicable.
5. Personal Information – all owners of 15% or more ownership must be listed along with their personal information and SS number. Sole Proprietors must provide SS number.
7. Companies requesting a corporate approval must have been in business for a minimum of 5-7 years, have 10-12 employees and an acceptable Dunn & Bradstreet paydex score.
8. Bank & Trade References – a credit reference sheet may be attached to the application.
9. Signatures – law requires that all individuals that are listed as an owner, principal, officer, etc, and provides their SS information, must sign the application for release of credit information.

Vendor Payment Process

1. Upon completion of the equipment installation, the following lease documents must be completed and faxed to LEASE I prior to Vendor payment.
 - a. Original signed Lease Agreement
 - b. Signed Delivery & Acceptance Certificate
 - c. Invoice from Vendor showing LEASE I as "Sold To" and customer as "Ship To" so we can pay the Vendor for the equipment.
 - d. Copy of security deposit check from the customer made payable to "LEASE I"
 - e. Copy of signer's driver's license (to verify signatures)
 - f. Any other supporting documents that may be requested

Upon receipt of the lease documents, LEASE I will contact customer for verbal verification that equipment installation has been successfully completed.

Mail original lease documents to:

LEASE I, Inc., 1770 S. Randall Road, #A-145, Geneva, IL 60134

Note: The documents may be faxed to expedite funding, but the originals must still be received prior to funding. Please contact us at 800.747.7304 to answer any questions.