

Delivery Check List and Information Sheet

Documents commonly required for prior to vehicle delivery:

Before Collecting Your Vehicle:

- Please note: personal and company cheques are NOT accepted at delivery
If you are not utilising our dealership finance, you will need a bank cheque made out to:
Gulson Canberra
- If you are paying via Electronic Funds Transfer (EFT) you will need to contact your Sales Consultant and ask for the correct BSB & Account details.
Please note that any funds transfer to Gulson Canberra needs to be deposited at least 24 hours prior to picking up your vehicle. Without cleared funds we are unable to release your car to you.
- Ensure you have confirmed a delivery date and time with your Sales Consultant.
- If you would like your vehicle registered in the name of a trust, please provide full documentation of the trust at least 1 day prior to delivery date

FINANCE DOCUMENTS (If you are taking advantage of our in house finance)

- Last 2 pay slips for each applicant. These must not be more than 2 months old.
(Must be a valid pay slip – a letter does not suffice)
- Copy of Driver's License for each applicant.
- Name, address and phone number of 2 personal references.
- Rates notice to verify home ownership and/or investment properties listed on application
- Rent receipts if renting.
- Insurance: **Certificate of Currency**. The **Finance Company** must be noted as having interest in the vehicle. This must be an **actual policy** and not a cover note.
- Banking details for Direct Debit of finance payments. A copy of a bank statement or deposit slip will be required. Please note for joint accounts you may need all signatories to sign the form if required.

Trade-in Documentation required for delivery

- Signed registration papers (must be in the name of the person trading in the vehicle)
- All service books including owner's manual, spare keys and any other relevant documents
- Tax invoice for the full trade-in amount including GST. Individuals are required to sign a GST declaration if Tax Invoice is not to be issued (your consultant we will have this ready for you to sign at delivery).
- Copy of official payout confirmation for vehicles that are encumbered. This must be a current figure due no earlier than the day after delivery of your new vehicle.

These services are available to any person or business even if the vehicle is not purchased from Gulson Canberra. We can even help with private purchases and equipment finance.