CADILLAC
FINANCIAL

LEASE-ASSUMPTION PROCESS

Cadillac Financial's lease-assumption program helps facilitate a lease assignment from one party to another.

PHASE 1
Application Process

1. Original lessee contacts Cadillac Financial to start lease assumption
   - Within three to five business days, the original lessee and the assuming (new) lessee will receive a third-party authorization form via DocuSign, overnight delivery, or email, and the assuming (new) lessee will receive a credit application.
   - Assuming party confirmation needed before documents sent.

TIME-SAVER TIP: If both parties have provided us with email addresses, this step can go faster as we can communicate through email.

2. Once forms are returned, Cadillac Financial will determine whether the lease assumption fits all of Cadillac Financial's criteria.
   - If the lease assumption is approved, the packet is sent to the assuming lessee first.
   - If lease assumption is not approved, Cadillac Financial will notify both parties.

REQUIREMENTS
Lease assumptions must meet the following requirements:

- Assuming party resides in the same state as the vehicle is registered and titled in
- Lease cannot be transferred from a personal to a commercial account or vice versa
- Lease has a perfected lien
- Minimum six months remaining in lease term
- Assuming party must meet all underwriting and credit guidelines
- The account is current on payments and will remain current through the lease-assumption process
- If a lease is contracted under multiple parties, the lease can be assumed by new lessees as long as all parties agree and sign third-party authorization forms and the new contract

PHASE 2
Lease-Assumption Processing

1. All account approvals and signatures must occur within the 30-day window, or Cadillac Financial must recheck the assuming lessee's credit
   - If the lease assumption isn't finalized within the 30 days of the original request due to missing documents, Cadillac Financial must obtain new authorizations from the assuming party within 15 days. If we do not receive all documents or authorization in that period, the lease-assumption process must start over.

2. Both parties sign the new contract
   - Cadillac Financial sends the contract via DocuSign or overnight delivery to the assuming lessee.

TIME-SAVER TIP: Up to seven days in the process can be saved if the original lessee and assuming lessee can arrange to sign the documents together.

   - If the parties do not sign the documents together, assuming lessee signs and returns back to Cadillac Financial. Then Cadillac Financial sends it to the original lessee, who signs and returns it to Cadillac Financial.
   - A $625 transfer fee, in addition to any applicable taxes, is due to be paid by the assuming lessee along with this paperwork.
   - Once Cadillac Financial receives all documents, signatures and fees, it typically takes five to seven business days to process.
   - Once Cadillac Financial has approved all documents, the assuming lessee will receive a phone call and a welcome packet in the mail. The original lessee will receive a confirmation by mail also.

PHASE 3
Vehicle Transfer Process

1. Original lessee should arrange vehicle handoff with assuming lessee

2. The process will vary depending on which state you live in, so follow the instructions on the registration packet you receive

3. Assuming lessee must register the vehicle at the tax assessor/motor vehicle department/secretary of state office listed on the vehicle registration form
   - Assuming lessee must register within 15 days of registration notification or receipt of title paperwork sent to them by Cadillac Financial.
   - Cadillac Financial is not responsible for upfront taxes not paid by original lessee or penalties charged by the state if the registration is allowed to expire.

4. There is a transfer period in which your state's driver licensing and vehicle registration office processes the new registration
   - The exact length of this process is outside of Cadillac Financial's control.
   - The vehicle is not registered until confirmed by the state entity responsible for registration.
   - This period varies from state to state.

5. Assuming lessee needs to have a signed authorization that he or she has insurance

6. Assuming lessee needs to complete any state or local vehicle inspections as required by law