

PROCEDURES FOR LEASING

SUBMITTING AN APPLICATION

1. Submit your signed Merchant Application or signed Azura Leasing Application by fax or E-mail to: admin@azuraleasing.com or Fax to 888-424-7147. Please include the terms and payment amounts along with complete equipment description (we can NOT approve any application without these items).
2. We will fax or e-mail the approval back to you usually within 2 hours.

VERIFICATIONS

1. Verification phone number: 888-424-7142.
2. You can complete a verification three ways:
 - Call our verification department from your customer's business location. (we must be able to verify the phone number though our caller id) Put your customer on the phone with our verifier to complete the verification.
 - Do a three way with your customer on the phone .
 - Call our verification department and let us know you have installed the equipment and we will immediately call the customer to complete the phone verification.

FUNDING

Once the lease has been approved, Azura Leasing had received the entire lease package and the verification has been completed successfully. We will fund you via ACH.

Things needed to fund a lease.

1. Lease documents filled out complete.
2. Customers voided check for ACH.
3. Driver's license copy
4. Verification completed.

After we have everything completed above we will send your funding via ACH (all accounts that are ready to fund must be submitted and complete before 2pm EST in order to be funded that day, any leases verified after 2pm EST will be funded the next business day). At the end of each business day we will send you an email or fax with your daily funding report.

NOTE: We will fund on a faxed or emailed copy of the lease as long as it's VERY CLEAR AND LEDGIBLE.