

COLORADO UCCC COMPLIANCE EXAMINATION GUIDELINES

WORK-SPACE REQUIREMENTS AT A CREDITOR'S LOCATION:

At a minimum, your office **must** provide:

- ADEQUATE WORK SPACE (desk/table to accommodate one to two examiners)
- ADEQUATE LIGHTING
- ACCESS TO AN ELECTRICAL OUTLET (suitable for a laptop computer)
- PHOTOCOPIER (if no photocopier is available, please advise the Administrator's Office)
- ACCESS TO COMPUTER RECORDS (if records are stored on a computer, examiners will require a computer terminal to access the records)

NOTE: If it is determined by the examiner(s) that the creditor does not have adequate facilities available in order for the examiner(s) to conduct the examination, the Administrator may require the records be delivered to the office of the UCCC Administrator or any other location deemed appropriate by the Administrator for examination and review. All costs incurred in the transport of documents to and from the Administrator's office shall be borne by the creditor.

REQUIREMENTS FOR MAIL-IN EXAMINATIONS:

PLEASE SUBMIT DOCUMENTS GROUPED BY TRANSACTION. PLEASE SUBMIT ONLY ONE COPY OF EACH DOCUMENT LISTED IN THE APPLICABLE SECTION BELOW. DO NOT SEND ORIGINAL DOCUMENTS. SUBMIT PHOTOCOPIES OR IMAGED DOCUMENTS VIA DISK.

SMALL INSTALLMENT LOANS

REQUIRED DOCUMENTS TO BE REVIEWED DURING EXAMINATION:

- CREDIT APPLICATIONS (INCLUDES: INFORMATION ON RENT/MORTGAGE PAYMENTS, OTHER INSTALLMENT AND/OR REVOLVING CHARGE ACCOUNTS, AND OTHER OBLIGATIONS; FINANCIAL STATEMENTS)
- CREDIT INVESTIGATION DOCUMENTATION (I.E. PAY STUBS, BENEFIT/AWARD LETTERS, INQUIRY RESULTS FROM CREDIT REPORTING AGENCIES, BUDGET ANALYSIS)
- TRUTH IN LENDING DISCLOSURES
- CONTRACTS/PROMISSORY NOTES
- CONSUMER LOGS OF LOAN ACTIVITY (*SEE RULE 10*)
- DAILY ACTIVITY LOGS
- CREDITOR'S CHECK REGISTER
- BANK RECORDS (INCLUDING BANK STATEMENTS & DEPOSIT SLIPS WITH DISBURSEMENTS OF LOAN PROCEEDS AND LOAN PAYMENTS)
- PAYMENT HISTORIES/RECORDS
- COLLECTION RECORDS/NOTES
- RECEIPTS FOR CASH PAYMENTS
- COPY OF ANY AND ALL DEBT COLLECTION CONTRACTS/AGREEMENTS WITH ANY COLLECTION AGENCIES
- ADVERTISING/SOLICITATION MATERIAL (IN ANY MEDIUM)

A REMINDER:

PURSUANT TO §§ 5-2-304 AND 5-2-305 OF THE UNIFORM CONSUMER CREDIT CODE, THE ADMINISTRATOR AND/OR HER REPRESENTATIVES SHALL HAVE FREE AND REASONABLE ACCESS TO THE OFFICES, PLACES OF BUSINESS, AND RECORDS OF THE CREDITOR.

*PURSUANT TO §§ 5-2-304(1) AND 5-3-109, ALL RECORDS MUST BE RETAINED FOR **FOUR** YEARS FOLLOWING THE FINAL ENTRY ON THE TRANSACTION. ALL RECORDS MUST BE MAINTAINED IN ACCORDANCE WITH THE COLORADO UCCC, THE ADMINISTRATOR'S RULE 10, AND GENERALLY ACCEPTED ACCOUNTING PRINCIPLES.*