



ALL-VIRGINIA

Title & Escrow, Inc.

Limited Liability Company / Trust / Corporation Purchase Settlement Intake Form

Thank you for allowing **All-Virginia Title & Escrow, Inc.** to assist you with the purchase of your property. We are requesting the information below so that we may close your transaction as quickly and efficiently as possible.

Please **check the appropriate boxes and complete all blanks** to the best of your ability and upon completion of this form, please email it to avt@allvirginiatitle.net.

If you have any questions or need assistance completing this form, please contact our office at **434.791.4060**.

Property Information

- **Property Address:** _____
- **City, State, Zip:** _____
- **City/County:** _____
- **Property Type:** Residential Commercial
- **Is the home a manufactured home?** Yes No

Entity Information

- **Type of Entity:** Limited Liability Company Trust Corporation
- **Full Legal Name of Entity (as registered):** _____
- **State of Formation:** _____
- **Date of Formation:** _____
- **Federal Tax ID Number (EIN):** _____
- **Current Address:** _____
- **City, State, Zip:** _____
- **Phone Number:** _____
- **Email Address:** _____

Trust Information (if applicable)

- **Name of Trust:** _____
- **Date of Trust:** _____
- **Trustee(s) Name(s):** _____
- **Successor Trustee(s), if any:** _____

Authorized Signer(s) / Principals

(Complete for each individual authorized to sign on behalf of the entity)

Authorized Signer 1

- **Full Legal Name (as it appears on ID):** _____
- **Title/Capacity:** Member Manager Trustee Officer Other: ____
- **Phone Number:** _____
- **Email Address:** _____
- **Are you a U.S. Citizen?** Yes No
- **Government-Issued Photo ID to be presented at closing (must be valid and unexpired):**
 Driver's License Passport Other: _____

Authorized Signer 2 (if applicable)

- **Full Legal Name (as it appears on ID):** _____
- **Title/Capacity:** Member Manager Trustee Officer Other: ____
- **Phone Number:** _____
- **Email Address:** _____
- **Are you a U.S. Citizen?** Yes No
- **Government-Issued Photo ID to be presented at closing (must be valid and unexpired):**
 Driver's License Passport Other: _____

Mailing Address After Closing (if different)

- **Address:** _____
- **City, State, Zip:** _____

Vesting / Title Information

- **How should title be vested?**
 - In entity name only
 - As directed by lender
 - Other: _____

Required Entity Documentation

Please provide the following documents, as applicable, prior to closing. Failure to provide the required documentation may delay closing.

- **Limited Liability Company (LLC):**
 - Fully executed Operating Agreement
 - Entity Resolution authorizing the transaction and identifying authorized signer(s)
- **Corporation:**
 - Corporate Resolution authorizing the transaction and identifying authorized officer(s)
- **Trust:**
 - Certification of Trust (or Trust Certificate) evidencing authority of the trustee(s)

Relevant pages of trust if required by underwriter

Loan & Lender Information

- Lender Name: _____
- Loan Officer: _____
- Loan Officer Phone/Email: _____

Funds to Close

- How will funds be provided?
 Wire Transfer Certified Check Cashier's Check

Wiring instructions will be provided separately. Do not rely on emailed wiring instructions without verbal verification.

Please note: there is a \$25 wire transfer fee if funds are sent via wire.

Additional Information

Please answer the following:

1. Will all authorized signers be present for closing? Yes No
2. Is the entity currently in bankruptcy? Yes No
3. Has a new survey been completed? Yes No Unknown
4. Do you wish to purchase Owner's Title Insurance? Yes No
5. Has the entity agreed to pay a commission to a real estate agent? Yes No
If yes, please indicate the commission percentage: _____%

Authorization

I/We certify that the information provided above is true and correct to the best of my/our knowledge and understand that this information will be used to prepare closing and loan documents.

Authorized Signer: _____ Date: _____

Authorized Signer: _____ Date: _____