



ALL-VIRGINIA

Title & Escrow, Inc.

Limited Liability Company/Trust/Corporation Refinance Settlement Intake Form

Thank you for allowing **All-Virginia Title & Escrow, Inc.** to assist you with your refinance transaction. We are requesting the information below so that we may process and close your refinance 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
If yes, please provide documentation that the title to the home has been surrendered to the DMV. We cannot move forward with the closing unless this has been provided.
- **Has the property been subject to any leases, options, or contracts?** Yes No
- **Is the home located within a Homeowner Association?** Yes No
- **Have there been any recent improvements or any new construction within the last 180 days?** Yes No

Entity Information

- **Type of Entity:** Limited Liability Company Trust Corporation
- **Full Legal Name of Entity (as currently vested):** _____
- **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

- **Will title remain vested in the same entity after refinance?**
 Yes No
If no, please explain: _____

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 refinance and identifying authorized signer(s)
- **Corporation:**
 - Corporate Resolution authorizing the refinance 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

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

Funds to Close

- **Will funds be due from the borrower at closing?** Yes No
- **Is this a cash-out refinance?** Yes No
- **If funds are required, how will they 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

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 refinance and loan documents.

Authorized Signer: _____ **Date:** _____

Authorized Signer: _____ **Date:** _____