



ALL-VIRGINIA

Title & Escrow, Inc.

Limited Liability Company/Corporation/Trust/Estate Seller Settlement Intake Form

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

Please **check the appropriate boxes and complete all blanks** to the best of your ability. 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

Seller Entity Information

- **Type of Seller:** Estate Trust Limited Liability Company Corporation
- **Full Legal Name of Entity (as vested):** _____
- **State of Formation / Probate:** _____
- **Date of Formation / Date of Death (if estate):** _____
- **Federal Tax ID Number (EIN), if applicable:** _____
- **Current Address:** _____
- **City, State, Zip:** _____
- **Phone Number:** _____
- **Email Address:** _____

Estate Information (if applicable)

- **Name of Decedent:** _____
- **Date of Death:** _____
- **Probate Court / Jurisdiction:** _____
- **Executor / Administrator Name(s):** _____

Trust Information (if applicable)

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

Authorized Signer(s) / Fiduciary Information

(Complete for each individual authorized to sign on behalf of the estate, trust, or entity)

Authorized Signer 1

- Full Legal Name (as it appears on ID): _____
- Title/Capacity:
 Executor Administrator Trustee Member Manager 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:
 Executor Administrator Trustee Member Manager 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: _____

Title & Ownership Information

- How is title currently vested?
 Estate
 Trust
 LLC
 Corporation
 Other: _____

Existing Loans / Liens / Obligations

- **Are there any existing mortgages, equity line of credit, or other liens on the property?**
 Yes No
If yes, please complete the provided Payoff Authorization Form
- **Is there more than one loan or lien?** Yes No

Required Entity / Estate Documentation

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

- **Estate:**
 - Letters Testamentary / Letters of Administration
 - Court Order authorizing sale (if required)
- **Trust:**
 - Certification of Trust (or Trust Certificate)
 - Relevant pages of trust if required by underwriter
- **Limited Liability Company (LLC):**
 - Fully executed Operating Agreement
 - Entity Resolution authorizing sale and identifying authorized signer(s)
- **Corporation:**
 - Corporate Resolution authorizing sale and identifying authorized officer(s)

Proceeds from Sale

- **How should sale proceeds be disbursed (if applicable)?**
 - Wire Transfer 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 proceeds are sent via wire.

Additional Information

Please answer the following:

1. **Will all authorized signers be present for closing?** Yes No
2. **Is the estate, trust, or entity currently involved in bankruptcy or litigation?** Yes No
3. **Is the property subject to any leases, options, or occupancy agreements?**
 Yes No

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 sale documents.

Authorized Signer: _____ **Date:** _____

Authorized Signer: _____ **Date:** _____