



# ALL-VIRGINIA

## Title & Escrow, Inc.

### 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](mailto: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

### Borrower Information

#### Borrower 1

- **Full Legal Name (as it appears on ID):** \_\_\_\_\_
- **Marital Status:**  Single  Married  Divorced  Widowed  Separated
- **Current Address:** \_\_\_\_\_
- **City, State, Zip:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Date of Birth:** \_\_\_\_\_
- **Social Security Number (full):** \_\_\_\_\_
- **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: \_\_\_\_\_

**Borrower 2 (if applicable)**

- **Full Legal Name (as it appears on ID):** \_\_\_\_\_
- **Marital Status:**  Single  Married  Divorced  Widowed  Separated
- **Current Address:** \_\_\_\_\_
- **City, State, Zip:** \_\_\_\_\_
- **Phone Number:** \_\_\_\_\_
- **Email Address:** \_\_\_\_\_
- **Date of Birth:** \_\_\_\_\_
- **Social Security Number (full):** \_\_\_\_\_
- **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 is title currently held?**  
 Joint Tenants with Right of Survivorship  
 Tenants by the Entirety (if married)  
 Tenants in Common  
 Other: \_\_\_\_\_
- **Will title remain vested the same after refinance?**  Yes  No  
If no, please explain: \_\_\_\_\_
- **Will any borrower take title in a trust or entity as part of this refinance?**  
 Yes  No  
If yes, please provide details: \_\_\_\_\_

**Loan & Lender Information**

- **Lender Name:** \_\_\_\_\_
- **Loan Officer:** \_\_\_\_\_
- **Loan Officer Phone/Email:** \_\_\_\_\_

**Funds to Close**

- **Will funds be required 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 you be present for closing?**  Yes  No
2. **Will you be using a Power of Attorney?**  Yes  No
3. **Are you currently in bankruptcy?**  Yes  No
4. **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.

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Borrower Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_