



ALL-VIRGINIA

Title & Escrow, Inc.

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 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

Seller Information

Seller 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: _____

Seller 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:** _____

Title & Ownership Information

- **How is title currently held?**
 - Joint Tenants with Right of Survivorship
 - Tenants by the Entirety (if married)
 - Tenants in Common
 - Sole Owner
 - 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

Proceeds

- **How would you like to receive your proceeds (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 you be present for closing?** Yes No
2. **Will a Power of Attorney be used?** Yes No
3. **Are you currently in bankruptcy?** 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.

Seller Signature: _____ **Date:** _____

Seller Signature: _____ **Date:** _____