



Private Owner Vehicle & Lease Purchase Form

This information will be used by Virginia Credit Union to assist you in a private owner vehicle purchase or the purchase of a leased vehicle. You will need a copy of the vehicle registration in order to purchase the vehicle as a private owner sale or a lease purchase.

Borrower Name: _____

Co-Borrower Name (if applicable): _____

Year of Vehicle: _____ Make/Model/Trim: _____ / _____ / _____

VIN #: _____ Mileage: _____

Name(s) to be listed on title: _____

State the vehicle will be titled in: _____

Seller's name: _____

Seller's phone number: _____

Seller's address: _____

Sale Price: \$ _____

If there is a lien on the vehicle you are purchasing please complete the Lien Holder information below:

Name of Lien Holder (financial institution): _____

Phone Number of Lien Holder: _____ Payoff Account Number: _____

Name(s) on current loan: _____

Once you have obtained the vehicle, you are immediately required to:
- Take the physical paper title to DMV
- Pay sales tax and all applicable fees
- Have Virginia Credit Union recorded as the lien holder
(VACU lien holder code: ELT31)

Complete the information below for a lease purchase only:

I have requested the odometer statement _____ (please initial)

I am aware that I may be liable to pay sales tax and DMV fees _____ (please initial)

Please return your completed Private Owner Vehicle & Lease Purchase Form and a copy of your vehicle registration to your assigned processor by one of 3 convenient options:

E-mail: lendingprocessors@vacu.org

Fax: (804) 267-5408 or (866) 436-9767

Branch: bring your completed forms to a VACU branch

Borrower signature: _____ Date: _____