



Private Owner Vehicle Purchase & Lease Purchase Form

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:
Virginia Credit Union
PO Box 90010
Richmond, VA 23225
VA Electronic lienholder code: ELT31

Private Owner Purchases - what do you need to provide to us?

Financing vehicle with no lien: provide a copy of the lien free title and this completed form. We cannot accept salvaged or rebuilt titles.

Financing a vehicle with a lien: provide a copy of the unexpired registration and this completed form. We cannot accept salvaged or rebuilt titles.

For Lease Purchases only, please read the two statements below and initial if acknowledged.

I have requested the odometer statement and applicable payoff documentation. _____ (please initial)

I am aware that I may be liable to pay sales tax and DMV fees. Please confirm with leasing company. If paid, you will need to provide proof to the DMV. _____ (please initial)

Please return this form and the required documentation above 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: _____