



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 your completed Private Owner Vehicle & Lease Purchase Form and a copy of your vehicle registration to your assigned processor by one of 2 convenient options:

E-mail: lendingprocessors@vacu.org

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

Borrower signature: \_\_\_\_\_ Date: \_\_\_\_\_