



## NOTICE FOR ELECTION TO CONVEY AND/OR INVOICE FOR TRANSFER OF PROPERTY

**PRIVACY ACT NOTICE:** VA will not disclose information collected on this form to any source other than what has been authorized under the Privacy Act of 1974 or Title 38, Code of Federal Regulations 1.576 for routine uses (e.g., to a member of Congress inquiring on behalf of a veteran) as identified in the VA system of records, 55VA26, Loan Guaranty Home, Condominium and Manufactured Home Loan Applicant Records - VA, and published in the Federal Register. Your obligation to respond is required to exercise your right to convey property under 38 CFR 36.4320.

**RESPONDENT BURDEN:** We need this information to process your election to convey a property under 38 CFR 36.4320. We estimate that you will need an average of 10 minutes to review the instructions, find the information, and complete this form. VA cannot conduct or sponsor a collection of information unless a valid OMB control number is displayed. You are not required to respond to a collection of information if this number is not displayed. Valid OMB control numbers can be located on the OMB Internet Page at [www.reginfo.gov/public/do/PRAMain](http://www.reginfo.gov/public/do/PRAMain). If desired, you can call 1-800-827-1000 to get information on where to send comments or suggestions about this form.

**IMPORTANT:** Submit original and two copies by fax or e-mail to the Regional Loan Center for the office of jurisdiction.

TO: DEPARTMENT OF VETERANS AFFAIRS	FROM: <i>(Name and address of holder (or payee), including ZIP Code)</i>
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1. NAME OF VETERAN <i>(First, middle, last)</i>	2A. VA LOAN NUMBER	2B. HOLDER'S (OR PAYEE'S) LOAN NUMBER
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3. TRANSFEREE(S)

4. LOCATION OF PROPERTY	5. DATE OF SALE, DATE DEED RECORDED OR DATE DEED SENT FOR RECORDING
6. AMOUNT BID BY HOLDER	

**7. TYPE OF DEED**

A. HOLDER WILL CONVEY TO VA BY: <i>(Description of Deed) (Check one)</i> <input type="checkbox"/> FULL COVENANT AND WARRENTY DEED <input type="checkbox"/> OTHER <i>(Specify)</i> <input type="checkbox"/> BARGAIN AND SALE DEED WITH COVENANTS	B. BID ASSIGNED TO VA <input type="checkbox"/> YES <input type="checkbox"/> NO
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**8. TAX AND INSURANCE INFORMATION**

A. NAME OF INSURANCE COMPANY	B. POLICY NUMBER	C. EXPIRATION DATE
D. TYPE OF COVERAGE	E. AMOUNT OF TOTAL COVERAGE \$	F. VA ENDORSEMENT <input type="checkbox"/> ATTACHED <input type="checkbox"/> OBTAINED <input type="checkbox"/> WILL BE OBTAINED
G. PROPERTY/TAX IDENTIFICATION NUMBER(S) <i>(i.e., PIN, parcel number, block and lot numbers, etc.)</i>	H. LAST TAX(ES) PAID <i>(Date, type and amount)</i>	

**9. CUSTODY INFORMATION**

CHECK APPLICABLE BOX(ES)

<input type="checkbox"/> CUSTODY TO VA	<input type="checkbox"/> PROPERTY OCCUPIED BY TENANT(S)	<input type="checkbox"/> PROPERTY IS WINTERIZED
<input type="checkbox"/> PROPERTY OCCUPIED BY VETERAN	<input type="checkbox"/> LETTER-ADDRESSED TO TENANT(S) ATTACHED	<input type="checkbox"/> HOLDER'S MASTER KEY PREVIOUSLY FORWARDED
<input type="checkbox"/> PROPERTY OCCUPIED BY TRANSFEREE	<input type="checkbox"/> PROPERTY IS VACANT	<input type="checkbox"/> KEY(S) TO PROPERTY ATTACHED

**INVOICE FOR TRANSFER OF PROPERTY TO VA**

This is to certify that the undersigned is due the amount specified or unpaid principal for conveyance of the property securing the loan identified above.

10A. AMOUNT SPECIFIED \$	10B. UNPAID PRINCIPAL \$
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11A. SIGNATURE OF AUTHORIZED OFFICIAL	11B. TITLE OF AUTHORIZED OFFICIAL	11C. TELEPHONE NUMBER OF AUTHORIZED OFFICIAL	11D. DATE SIGNED
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**VA USE ONLY**

DATE ASSIGNED TO PROPERTY MANAGEMENT	SIGNATURE OF LOAN ADMINISTRATION OFFICER OR DESIGNEE
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PAYEE ENTITLED TO PAYMENT DESCRIBED HEREIN <i>(Amount paid to holder)</i> :  \$	LOAN GUARANTY FUND NUMBER
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REMARKS

LOAN GUARANTY OFFICER OR DESIGNEE	DATE
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