

Instructions to Form SCC55.1-1211 – Appointment of Resident Agent by Nonresident Property Owner

This form is to be completed by a "nonresident property owner," which is defined as any nonresident individual or group of individuals who owns and leases residential real property located in Virginia. This form *cannot be filed by business entities* that own or lease residential real property located in Virginia.

Pursuant to § 55.1-1211 of the Code of Virginia:

- Every nonresident property owner is required to appoint and to continuously maintain an agent who (i) if such agent is an individual, is a resident of Virginia, or if such agent is a corporation, limited liability company, partnership, or other entity, is authorized to transact business in Virginia and (ii) maintains a business office in Virginia.
- Every lease executed by or on behalf of a nonresident property owner regarding any residential real property shall specifically designate an agent and provide the agent's office address for the purpose of service of any process, notice, order, or demand required or permitted by law to be served upon the nonresident property owner.
- No nonresident property owner shall maintain an action in the courts of the Commonwealth of Virginia concerning property for which an agent designation is required until such designation has been filed.

Filing Requirements					
Required Fees	Filing Fee: \$10.00				
File Online Today	Paper Filing				
Visit https://cis.scc.virginia.gov to file an appointment of a resident agent for nonresident property owners in real time.	Download from https://www.scc.virginia.gov/pages/Forms-and-Fees complete, print, and mail or deliver to below address:				
Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	<table><tr><th>State Corporation Commission</th><th>Courier Delivery</th></tr><tr><td>Address Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197</td><td>1300 E. Main St, 1st floor Richmond, VA 23219</td></tr></table>	State Corporation Commission	Courier Delivery	Address Clerk's Office P.O. Box 1197 Richmond, VA 23218-1197	1300 E. Main St, 1 st floor Richmond, VA 23219
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Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.				

The document must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

Do not include Personally Identifiable Information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/pages/About-the-Clerks-Office.



State Corporation Commission

Form
SCC55.1-1211
(Rev. 07/22)

**Appointment of Resident Agent by
Nonresident Property Owner**
(property owners who are individuals)

Pursuant to Virginia Code § 55.1-1211, the nonresident property owner(s) has appointed a resident agent for the purpose of service of any process, notice, order, or demand required or permitted by law to be served upon the nonresident property owner, as follows:

Name(s) of Nonresident Individual(s) who own and lease residential real property in Virginia:

_____	_____
(name of individual)	(name of individual)
_____	_____
(name of individual)	(name of individual)

Resident Agent Appointment

A. Full Name of Resident Agent:

B. The **Resident Agent**, who maintains a business office in Virginia, is **(Mark One Box)**:

- ☐ An individual who is a resident of Virginia; **or**
- ☐ A corporation, limited liability company, partnership, or other entity that is authorized to transact business in Virginia.

C. Resident Agent's Office Address in Virginia:

Signature(s) of Nonresident Property Owner(s)

_____	_____
(Signature)	(Printed Name)
_____	_____
(Signature)	(Printed Name)
_____	_____
(Signature)	(Printed Name)
_____	_____
(Signature)	(Printed Name)

Provide a name and mailing address for sending correspondence regarding the filing of this document (if left blank, correspondence will be sent to the resident agent at the office address listed above):

Name

Address

Email Address