

**VIRGINIA LIMITED LIABILITY COMPANY QUESTIONNAIRE**

1. The name of the limited liability company is to be: \_\_\_\_\_.  
(The name must contain the words "limited company" or "limited liability company" or the abbreviation "L.C.," "LC," "L.L.C.," or "LLC")  
Alternate name (in case first choice is not available): \_\_\_\_\_.
2. The name of the company's initial registered agent is: \_\_\_\_\_.  
(The registered agent is the individual or entity to receive legal notice, service of process, and/or State Corporation Commission correspondence)
3. The registered agent is (check appropriate box):
  - A. An individual who is a resident of Virginia **and**  
\_\_\_ a member or manager of the limited liability company.  
\_\_\_ a member or manager of a limited liability company that is a member or manager of the limited liability company.  
\_\_\_ an officer or director of a corporation that is a member or manager of the limited liability company.  
\_\_\_ a general partner of a general or limited partnership that is a member or manager of the limited liability company.  
\_\_\_ a trustee of a trust that is a member or manager of the limited liability company.  
\_\_\_ a member of the Virginia State Bar.  

**OR**
  - B. \_\_\_ A domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to do transact business in Virginia.
4. The limited liability company's initial registered office address, including the street and number, if any, which is identical to the business office of the initial registered agent, is:  
\_\_\_\_\_, VA \_\_\_\_\_  
(number/street) (city or town) (zip code)  
which is physically located in the \_\_\_ county **or** \_\_\_ city of \_\_\_\_\_.  
(The location of the registered office must be identical to the business office of the registered agent. The registered office address must include a street and number, if any. A post office box is only acceptable for towns/cities that have a population of 2,000 or less if no street address is associated with the registered office's location)
5. The limited liability company's principal office address, including the street and number, is:  
\_\_\_\_\_  
(number/street) (city or town) (state) (zip code)

(The principal office is the office where the principal executive offices of the limited liability company are located. It is also the location at which the limited liability company is required to keep a current list of the full name and last known address of each member of the limited liability company, as well as other limited liability company information and records. A post office box is not acceptable)

6. The limited liability company's day-to-day operations are to be managed by:

\_\_\_ a manager;

**OR**

\_\_\_ a member or members.

7. If the limited liability company is to be managed by a manager, what is the manager's name and address?

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

8. If the limited liability company is to be managed by a member or members, what is their name(s) and address(es)?

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

9. The purpose and nature of the business is:

\_\_\_\_\_.