



Office of the Director of Finance
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**Article 773.12 Reporting of Transfer of Real Property Within City Limits
Payment of City Fees Compliance Worksheet (Effective October 1, 2009)**

(Please complete worksheet and fax to Finance Division twenty-four (24) hours prior to date property is transferred or earlier if transfer occurs on a weekend, or City holiday)

Note to Closing Agent:

Please withhold from grantor (seller) the total fees due the City of Huntington. Please remit funds on the date of closing. If closing occurs after hours of operation, Saturday, Sunday or City Holiday, please remit funds by next business day. Mail to above address at ATTN: Property Transfer, Finance Division. Include a copy of this worksheet with your payment to ensure proper crediting of your account.

Property Address (Street/City/Zip)_____

(No PO Boxes)

Current Owner Name(s)_____SS#(s)_____

Current Owner Mailing Address (Street/City/Zip)_____

Closing Agent/Contact Person_____

Closing Agent Address (Street/City/Zip)_____

Contact Phone Number_____Contact Fax/Email_____

Proposed Closing Date_____Is Property Owner Occupied (Y/N)?____

New Owner's Name(s)_____

New Owner's Mailing Address (Street/City/Zip)_____

New Owners Phone #_____

TO BE COMPLETED BY CITY OF HUNTINGTON FINANCE DIVISION:

Date/Time Faxed/Emailed to Agent:_____Employee Initials:_____

AMOUNT OF FEES OWED:

Municipal Service Fee: Acct#_____ \$_____

Refuse Fee: Acct#_____ \$_____

Other (_____): Acct#_____ \$_____

Total Fees Owed City: \$_____