



**Finance Division**  
 800 Fifth Ave, P.O. Box 1659  
 Huntington, WV 25717-1659  
 Telephone: (304) 696-5969  
 Fax: (304) 781-8350  
 Email: [finance@cityofhuntington.com](mailto:finance@cityofhuntington.com)

**Fax form to:** 304-781-8350  
**ATTN: Closing Form**  
**E-mail form to:** [finance@cityofhuntington.com](mailto:finance@cityofhuntington.com)

**Transfer of Real Property Report - Closing Form**

Please complete form and fax or e-mail to Finance Division two (2) business days prior to date property is transferred.

**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**  
 (House No./Street/City/Zip): \_\_\_\_\_

**Current Owner Name(s):** \_\_\_\_\_

**Current Owner Mailing Address:** \_\_\_\_\_

**Closing Agent:** \_\_\_\_\_

**Closing Agent Mailing Address:** \_\_\_\_\_

**Closing Agent Phone:** \_\_\_\_\_ **Closing Agent E-mail:** \_\_\_\_\_

**Closing Agent Fax:** \_\_\_\_\_ **Closing Date:** \_\_\_\_\_

**New Owner Name:** \_\_\_\_\_

**New Owner Mailing Address:** \_\_\_\_\_

**Is this a refinance?**       YES       NO      **What is the property class?**     Class II       Class IV  
**Is there a lien?**       YES       NO

**TO BE COMPLETED BY CITY OF HUNTINGTON FINANCE DIVISION:**

**Municipal Service Fee**

_____											-	0	0	\$	_____
_____											-	0	0	\$	_____
_____											-	0	0	\$	_____

**Refuse Service Fee**

_____											-	0	0	\$	_____
_____											-	0	0	\$	_____
_____											-	0	0	\$	_____
_____											-	0	0	\$	_____

**Court Costs + Interest**      *Added if property has been liened*    \$ \_\_\_\_\_

**TOTAL FEES OWED THE CITY:** \$ \_\_\_\_\_

**Please Contact:**

Huntington Sanitary Board  
 for owed sanitary and/or water quality  
 fees  
  
 Tammy Leek, 304-781-1905  
[tleek@huntingtonsb.com](mailto:tleek@huntingtonsb.com)

**Employee Name:** \_\_\_\_\_

**City Attorney Approval:** \_\_\_\_\_

**Date/Time Sent to Agent:** \_\_\_\_\_

**Finance Director Approval:** \_\_\_\_\_

**Date/Time Returned:** \_\_\_\_\_