



# FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 4  
finance@huntingtonwv.gov

## Request for City Fees – Closing Form

### Instructions:

Please complete the top section of this form and email it to the Finance Division at least two (2) business days before the transfer date. At closing, withhold from the seller the total fees due to the City of Huntington. Payment must be mailed by the next business day. Be sure to include a copy of this worksheet with your payment so the account(s) are properly credited. Incomplete or incorrect information may result in processing delays.

### **Closing Information**

*To be completed by Closing Agent*

**Property Address :** \_\_\_\_\_

**Parcel ID:** \_\_\_\_\_

**Current Property Owner:** \_\_\_\_\_

**Reminder:**

Contact the Huntington  
Sanitary Board for owed  
sanitary/water quality fees

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

**Closing Date & Time:** \_\_\_\_\_

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

**Preferred Method of Contact (e-mail/phone):** \_\_\_\_\_

### **City Fees**

*To be completed by Finance Division*

<b>Fee Type:</b>	<b>Account No.:</b>	<b>Total Due:</b>	<b>Notes:</b>
DROP BOX		\$	_____
DROP BOX		\$	_____
DROP BOX		\$	_____
DROP BOX		\$	_____
DROP BOX		\$	_____
		\$	_____
		\$	_____
		\$	_____
		\$	_____
		\$	_____
		\$	_____

**Total Fees Owed the City** \$ \_\_\_\_\_

**Payoff Good Through:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_