



## 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: \_\_\_\_\_

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

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

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

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

#### **Reminder:**

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

#### **City Fees**

*To be completed by Finance Division*

Fee Type:	Account No.:	Total Due:	Notes:
DROP BOX	_____	\$ _____	_____
DROP BOX	_____	\$ _____	_____
DROP BOX	_____	\$ _____	_____
DROP BOX	_____	\$ _____	_____
DROP BOX	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____
	_____	\$ _____	_____

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

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

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

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