



## SOUTH ISLAND PUBLIC SERVICE DISTRICT

2 GENESTA STREET  
PO BOX 5148  
HILTON HEAD ISLAND, SC 29928  
(843) 785-6224

### Property Closing Policies

The final closing charge request should be emailed to [kindall@sipsd.com](mailto:kindall@sipsd.com) at least 3 business days prior to the closing date. If closing charge requests are sent outside of these guidelines, we cannot ensure water and sewer charges will be accurately calculated prior to the closing date. We are not responsible for any delays if we do not receive the request with proper information within an adequate timeline (as stated above). We do not accept requests for charges via fax.

Request forms should have as much information as possible. Information for the seller should include names and property address. Information for the buyer should include their name, billing address, phone number, and email if available.

Final readings will be completed, and charges will be emailed to the attorney 2 business days prior to the closing date. A seller transfer fee of \$25 will be included in the closing charges and a \$25 buyer transfer fee will be applied to the buyer's new account once transferred.

Should a closing date change, SIPSD still requires a new request form be sent 3 business days prior to the updated closing date.

Once a check is received by South Island Public Service District, the property will then be transferred into the purchasers name.

### Tenants

If the seller has a tenant in the property and the tenant is remaining, a new tenant application must be filled out and signed by both the tenant and the new property owner. The procedure is the same should the seller be remaining in the property as a tenant for a period of time. Anyone residing on the property, other than the property owner, must fill out a tenant application. Once we have this application, we can then add the tenant to the account. If no tenant application is received by us, the only name on the account will be the new property owner.

\*\*If the seller is remaining in the property post-closing, we must still collect final charges up through the closing date. The sellers will then need to fill out a tenant application so they can be added back to the account as a tenant at the property.

\*\*We will do final meter readings and prorate bills for property closings only. We do not prorate or do final meter readings for tenants.

### Foreclosed Property

Any balance not collected at closing will become the responsibility of the purchaser/new property owner.

Current and/or past due balances remain with the property and are the responsibility of whoever owns said property.