

ATTORNEY CLOSING & PAYMENT/PAYOFF REQUEST

DATE: _____ **PSD ACCOUNT #:** _____ **PSD LOC.#** _____

Lawyer's Name: _____

Caller: _____ Phone #: _____ Fax: _____

Date of Closing: _____ Date Needed: _____

MAP Parcel ID #: _____ Key/Alternate ID#: _____

Seller's Name: _____

Legal Address (Lot): _____ E-mail: _____

Service Address: _____

Address (Mailing/Billing): _____

City: _____ State: _____ Zip: _____

Buyer's Name: _____

Address (Mailing/Billing): _____

City: _____ State: _____ Zip: _____

Phone #: _____ E-mail: _____

COPY OF CLOSING STATEMENT AND PROOF OF THE FOLLOWING REQUIRED:

Assessment*: \$ _____

Current Balance: \$ _____

Estimate of Usage Reading: \$ _____

Total Due Hilton Head PSD: \$ _____

Please check if owner is renting or leasing back.

Please contact the PSD if the closing has been cancelled or the closing date has changed. All changes must be provided to the PSD at least 2 business days in advance. The PSD cannot make retroactive changes if a timely change request is not made or if the rent/lease back box is not appropriately checked; it will be up to the buyer and seller to make their own adjustments.

**These are liens against the property and stay with the property until it is paid. Should be clearly indicated on buyer and seller closing statement.*