



SOUTH ISLAND PUBLIC SERVICE DISTRICT

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

Property Closing Policies

The final charge request should be emailed to jacinda@sipsd.com in a timely manner. We will no longer be accepting requests for charges via fax.

Requests 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 done, and charges will be emailed to the attorney two business days prior to the closing date. A service transfer fee of \$35 will be included in the closing charges.

Should a closing date change, please notify SIPSD as soon as possible.

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.