

SOUTH ISLAND PUBLIC SERVICE DISTRICT
2 GENESTA STREET
PO BOX 5148
HILTON HEAD ISLAND, SC 29928
843-785-6224

Property Closing Policies

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

Request forms should have as much information as possible. Information for seller should include name and property address. Information for purchaser should include 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.

Should a closing date change, please notify South Island PSD as soon as possible.

Once a check is received by South Island PSD, the property will then be transferred into the purchaser's name.

Tenant in the property/Seller remaining in property

If the seller has a tenant in the property and the tenant is remaining in the property, a new tenant application must be filled out and signed by both the tenant and 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 in 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 closing date.** The seller will then need to fill out the tenant application so they can be added back on the account as a tenant in the property.

**** We will do final meter readings and prorate billing 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 whomever owns said property.