



**CLEARANCE CHECK FORM
REAL PROPERTY TAXES, SPECIAL ASSESSMENTS,
AND UTILITY SERVICE CHARGES**

IMPORTANT NOTICE: The information entered on this form represents amounts which have been billed and recorded in Revenue Department files as of the date of this report. Other taxes, assessments and charges billed by the City and/or other operating departments or agencies of the City of Savannah may be incurred and billed on dates subsequent to the date of this report. Any such subsequent charges may attain lien status and are in no way compromised by not appearing on this form.

REQUESTOR: Please complete items 1 thru 8, sign and submit to the Treasury Office for clearance check.

1. Property Identification Number (PIN): _____ 2. Date: _____
3. Legal description of property _____
4. Property address _____
5. Present owner/seller _____
6. New owner/buyer _____
7. Requested by (print or type) _____ 8. Phone No. _____

By signing this form, I acknowledge that I understand the Important Notice stated above.

Signature of requestor: _____

TREASURY OFFICE: Checked by _____

Real Property Tax: Current 1 Installment () None Due () Due _____

 Current 2 Installment () None Due () Due _____

 Delinquent () None Due () Due _____

 Delinquent Years _____

Street Paving Assessments: Current () None Due () Due _____

 Delinquent () None Due () Due _____

 Delinquent Years _____

Other Assessments: Amount due _____ Type _____

 Current () Delinquent ()

UTILITY SERVICES OFFICE: Checked by _____ Date _____

Water/Sewer/Refuse () All charges billed to date have been paid.

 () Present Balance Due: Water: _____ Sewer: _____

 Refuse: _____ Other: _____

Total utility service charges due: _____

NOTICE: Utility charges should be cleared at time of sale. Any balance shown above reflects charges billed through the last meter reading only. Additional charges accrue up to the date of final cut-off.