



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

Please note: The Revenue Department requires 3 business days to process this form.

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 in the table below, sign and submit to the Treasury Office for clearance check.

Property Identification Number (PIN):	Date:
Legal Description of Property:	
Property Address:	
Present owner/seller:	
New owner/buyer:	
Requested by:	
Phone #:	Fax #:

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

Signature of requestor: _____

TREASURY OFFICE: Checked by: _____ Date: _____

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.