



Policy for Changing Account Responsibility When A Property Is Sold

Account information related to a specific location's responsible party will remain as per the original request for service submission. If a property is sold, it will remain in the most recent owner's name until such time a valid document is submitted to Fairlawn Tax & Bookkeeping Inc. clearly demonstrating a property or properties have been sold. If a request is made to change account ownership and no sale is involved, a new request for service must be submitted by the new responsible party.

Once documentation is provided as per the above, the account owner will be removed. Until proof is provided of a property sale, the property will remain as being responsible by the party that originally requested that service be provided. If delinquency charges apply, they will be the responsibility of the original owner.

Fairlawn Tax and Bookkeeping Inc. will then ascertain via the Pulaski County Real Estate office who is the newly recorded deed owner. At that point in time, a certified letter will be sent to the party of record clearly stating they have 30 days to present themselves to establish a request for new service.

If a party should fail to request new service after 30 days, the account will be manually placed in their name. Additionally, the account will then be added to the delinquency report. Failure to establish service will result in interruption of services until such time the account is established accordingly.