

CITY OF SAN BERNARDINO
CODE ENFORCEMENT DIVISION
300 North 'D' Street - 3rd Floor
San Bernardino, CA 92418
Phone: (909) 384-5205
Fax (909) 384-5155

REQUEST FOR DEMAND/PAYOFF INFORMATION

Please submit this request with your contact information including phone number, email address and/or fax number. **Copies of the recorded lien(s) are required along with a non-refundable demand processing fee of \$95 PER PARCEL/ADDRESS.** Copies of recorded liens may be obtained from the County Recorder's Office, any Title and/or Escrow company. **Requests are prepared in the order received based upon receipt of the \$95 processing fee.** MAKE PAYMENT PAYABLE TO CITY OF SAN BERNARDINO. **PLEASE INCLUDE PROPERTY INFORMATION ON CHECK OR MONEY ORDER. BE AWARE THAT "UPDATED" DEMAND REQUESTS ALSO REQUIRE A \$95 PROCESSING FEE.**

Be advised that a "Request for Release of Notice of Pendency" form is required when requesting a Release of Notice of Pendency and/or Release of Notice of Non-Compliance. This type of request is processed separately from a Request for Demand/Payoff and has different requirements.

VERBAL DEMANDS ARE NOT PROVIDED

Date: _____

Property Address: _____

Parcel Number (APN): _____

Number of Liens included: _____

Relationship to Property (Check One)

_____ Owner

_____ Other – Please Specify _____

SEND/DEMAND PAYOFF INFORMATION TO:

Name/Agency: _____

Address: _____

City/State/Zip Code: _____

Email Address: _____

Phone: () _____ Cell: () _____

Fax: () _____