



Community & Economic Development
Code Enforcement Division
Mailing Address: 290 North D Street, San Bernardino, CA 92401
Phone: (909) 384-7272

Request for Demand/Payoff Information

Please submit this request with your contact information including phone number and email address. **Copies of the recorded lien(s) are required along with a non-refundable demand processing fee of \$185 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 \$185 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 processing fee of \$185.

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.

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: () _____