

## Demand Request Checklist:

### **Fax coversheet must include:**

- Escrow/title company name and address on letterhead
- Contact name, direct phone and fax number
- Reference number
- Property address
- Assessor's Parcel Number (APN)
- Transaction type: sale, purchase or refinance
- Recommended to include preference if documents will be picked up via courier or mailed out via USPS

### **Documents needed:**

- All copies of liens and/or judgments
- R&R Statement of Information
  - Go to [sdorr.com](http://sdorr.com)
  - Click on "[Find a Form](#)"
  - Download "[Statement of Information](#)" // Download "[USCIS/ Party Clearance](#)"

### **Office of Revenue & Recovery**

Office Hours: Mon-Fri 8:00am to 5:00pm

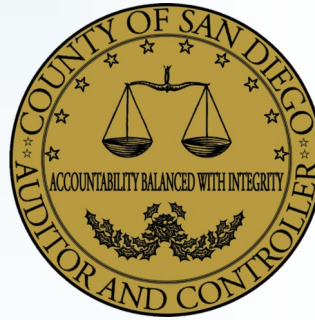
\*This office observes all county holidays

Telephone: (619) 515-6200 Opt. 6; then Opt. 1

Fax: (858) 224-0241

Updated: September 20, 2018

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### AUDITOR AND CONTROLLER OFFICE OF REVENUE & RECOVERY

#### CENTRAL OFFICE

5530 OVERLAND AVE. STE 310  
SAN DIEGO, CA 92123-1261

NORTH COUNTY COURTHOUSE  
325 S. MELROSE DR. STE 2000  
VISTA, CA 92081-6689

SAN DIEGO HALL OF JUSTICE COURTHOUSE  
330 W. BROADWAY STE 454  
SAN DIEGO, CA 92101-3835

EAST COUNTY COURTHOUSE  
250 E. MAIN ST. FL 1  
EL CAJON, CA 92020-3941

SOUTH BAY COURTHOUSE  
500 3RD AVE. STE 8  
CHULA VISTA, CA 91910-5646

SOUTH BAY OFFICE  
590 3RD AVE STE 205  
CHULA VISTA, CA 91910-5657



## County of San Diego

### Office of Revenue & Recovery Enforcement Division

#### Lien Services

#### Escrow and Title Demand Requests

#### Party Clearance

#### U.S. Citizenship and Immigration Services

*"The noblest motive is the public good."*

## Escrow and Title Demand Requests

Lien Services (LS) is responsible for securing and releasing liens and judgments on debts owed to the [County of San Diego](#), with the exception of property tax and child support liens and judgments. Escrow and title companies search for any liens or judgments for their mutual client. If any lien and/or judgment is located, a request must be submitted to LS to receive a payoff demand or satisfaction documents.

### Demand requests:

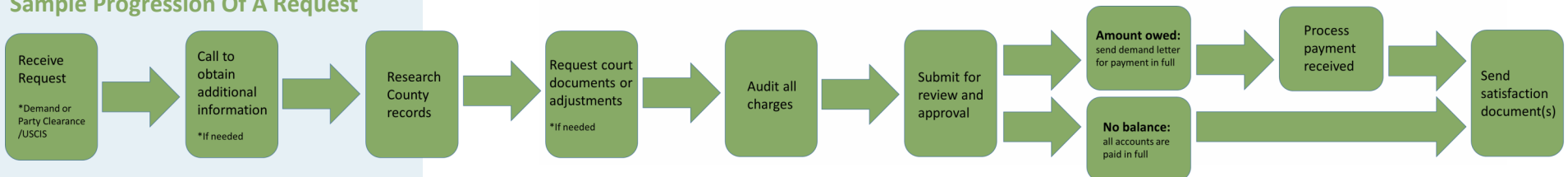
Each request is considered a priority and is processed in the order in which it was received. The amount of time to research clients' accounts will vary as a full audit must be completed.

### Submit documents via fax or mail:

Please provide all of the documents in the itemized checklist included on this brochure. If the request is incomplete or missing information, LS will make three attempts to contact the requestor via fax or telephone to obtain the information needed.

LS is unable to process a demand request without a completed [R&R Statement of Information](#) form from the client. In most cases, we will require this form from every owner listed on the property and any other parties involved in the transaction.

### Sample Progression Of A Request



## Party Clearance

This process is for individuals that are not involved in a property transaction and are requesting documentation that a lien or judgment owed to the County of San Diego, [Office of Revenue & Recovery](#) has been satisfied.

### Submit documents via fax or mail:

Individuals must submit a signed Party Clearance form with a copy of their current government issued ID. This form may be obtained on our [website](#), in person or by fax.

## United States Citizenship and Immigration Services (USCIS)

This process is for individuals that are seeking U.S. citizenship and require documentation that a debt owed to the County of San Diego, Office of Revenue & Recovery has been satisfied.

### Submit documents via fax or mail:

Individuals must submit a completed and signed [USCIS/Party Clearance](#) form, a copy of their current government issued ID and a copy of the immigration letter from U.S. Citizenship and Immigration Services.

## Satisfaction documents

If there is a balance owed from the demand request, party clearance or USCIS the amount will need to be paid in order to issue the satisfaction documents to the requestor.

### Payment options:

LS is unable to disclose the balance until the request process is complete. Once the balance due is available, payment may be submitted via guaranteed funds either through an escrow disbursement account, cashier's check or cash. Payments submitted via credit card or personal check are subject to a 45 day waiting period.

### Record documents:

Once payment has been received the satisfaction documents will be issued to the requestor to record with the [San Diego County Assessor/Recorder/County Clerk's Office](#). County Recorder information is available at [www.sdarcc.com](#).

### Tips:

- Submit the request as soon as possible
- Check the DOB or SSN on the lien/judgment to see if it matches the client's information
- Include all items on checklist in the request
- For San Diego County property tax liens, contact the [Treasurer-Tax Collector's Office](#): (877) 829-4732
- For Child Support judgments, contact the [Department of Child Support Services](#): (866) 901-3212