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
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.

United States Citizenship and Immigration Services (USCIS)

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 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.

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.

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

Sample Progression Of A Request

Receive Request
*Demand or Party Clearance/USCIS
Call to obtain additional information
*If needed
Research County records
Request court documents or adjustments
*If needed
Audit all charges
Submit for review and approval
Submit for review and approval
Send satisfaction document(s)
Process payment received
Amount owed: send demand letter for payment in full
No balance: all accounts are paid in full
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.

Satisfaction documents