

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 whether 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
 - 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;

email: enforcement@sdcounty.ca.gov

Updated: January 24, 2025

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AUDITOR AND CONTROLLER OFFICE OF REVENUE & RECOVERY

CENTRAL OFFICE
5500 OVERLAND AVE. STE 410
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 OFFICE
590 3RD AVE STE 205
CHULA VISTA, CA 91910-5657



County of San Diego

Office of Revenue & Recovery

Operations Division

Lien Services

Central Office

5500 Overland Ave Ste 410

San Diego, CA 92123-1261

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:

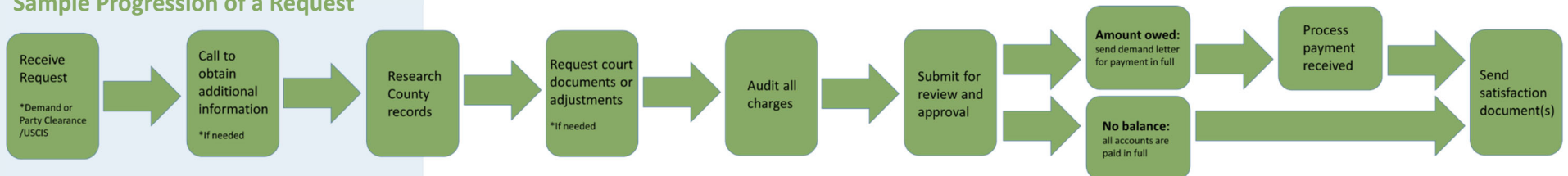
Each request is considered a priority and is processed in the order in which it was received. The amount of time to research client account(s) will vary as a full audit must be completed.

Submit documents via fax, mail, or email:

Please provide all 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, telephone, or email to obtain the information needed.

LS is unable to process a demand request without a completed R&R [Statement of Information](#) 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, mail, or email:

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, by fax or email.

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, mail, or email:

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 confirmed, payment may be submitted via guaranteed funds 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 confirm 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