



\_\_\_\_\_  
Today's Date

City of Victorville  
Finance Department  
14343 Civic Drive  
P.O. Box 5001  
Victorville, CA 92392

RE: Parcel Address: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Dear Finance:

Please provide any information regarding monies due and/or lien information on the above referenced property/apn.

I understand that the turnaround time may take up to 14 business days, however, the City of Victorville will do it's best to complete as quickly as possible.

I understand that there is an upfront \$5.00 processing fee per parcel that must be cash, check, cashier's check or money order only. NO debit/credit cards are accepted for this type of transaction.

I understand that if I am the property owner of record, the demand will be processed for me at no charge, however, the Demand can and will only be returned to me.

Sincerely,

\_\_\_\_\_  
(Signature of requesting party)

Please return the information to the following:

Owner of property: YES \_\_\_\_\_ NO: \_\_\_\_\_

Company Name: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_