

City of Victorville Demand Request Policy

A "Demand" is a letter reporting any and all monies due the City of Victorville for payoff purposes.

Items listed on the Demand may include the following, if applicable:

1. Utility charges and/or utility lien,
2. Notices of Pendency, Notices of Dangerous Buildings and/or amounts due on Code Enforcement cases,
3. Special assessments and sewer bonds.

To Request a Demand

1. Submit a "Demand Request" form or a written request on company letterhead with the following:
 - a. A \$5.00 processing fee for each address/APN,
Acceptable payment methods are cash, check, money order, credit/debit card – Visa, MasterCard, American Express are accepted,
 - b. The property address and/or assessor's parcel number,
 - c. Copies of any recorded liens against the property,
 - d. The company name, mailing address, email address and/or fax number to return the results,
 - e. Include the Close of Escrow date, if known, so we can prepare the Demand accordingly.

To Submit the Demand Request

By e-mail to demand@ci.victorville.ca.us; or fax to 760-269-0047 or

Overnight or Hand delivery
City of Victorville
Attn: Finance Department
14343 Civic Drive
Victorville, CA 92392

Standard Mail
City of Victorville
Attn: Finance Department
PO Box 5001
Victorville, CA 92393-5001

The turnaround time for a Demand is up to 14 business days. However, we our standard practice is to return the results to you as soon as possible.

Releases of Liens, Notices of Pendency Withdrawals, etc. are sent for recording directly to the San Bernardino County Recorder's Office. We do not send releases or copies to outside agencies.

Demand Updates

- a. Updates requested within 3 months of the original demand date will be provided at no charge.
A new request must be submitted after the 3 month deadline expiration.
- b. Updates will only be returned to the original requesting party,
- c. Turnaround time for an update is approximately 3 business days.

Paying a Demand

- a. Submit a copy of the Demand with your payment,
- b. Make your check payable to the City of Victorville,
- c. Send all payments to the attention of Finance Department/Demands,
- d. Payments may not be accepted on expired Demands.

Questions regarding this process can be directed to the Demands Desk at (760) 955-5076.