

## Community Development Demand Request Form

**SUBMIT ONE CASE NUMBER PER REQUEST FORM**

Date: \_\_\_\_\_

1. Property Address (**Required**): \_\_\_\_\_

2. Case number (**Required**): \_\_\_\_\_

3. Parcel number: \_\_\_\_\_

4. Title Company's escrow number (If Any): \_\_\_\_\_

5. Requestor Information (**Required**):

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

Attention To : \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Primary Fax: \_\_\_\_\_ Secondary Fax: \_\_\_\_\_

6. A copy of the "notice of Pending Enforcement Proceedings or Action" or "Declaration of ..." *must be attached to the demand request form*. This document can be obtained from the Sacramento County Recorder's Office. Typically recorded documents are found during the title search process of escrow. This document helps the City determine what actions/assessments have been recorded on the property.

Is the "Notice of Pending Enforcement Proceedings or Action" or "Declaration of ..." attached to this demand request?

Yes

No

**If NO recorded document is submitted with this demand request, the resulting information provided by the City of Sacramento may be incomplete/inaccurate.**

7. Are you requesting a breakdown of the outstanding charges?  
(This will not include resolutions, assessments or late/collection fees)

Yes

No

**NOTE:** Please fax **all Demand Requests with copy of recorded document(s)** to (916) 808-7722 or email to **demandrequests@cityofsacramento.org** (You may expect a response within 10 business days, depending on the current volume of demand requests).

Please note that once this document is submitted to the City of Sacramento, your information may be subject to public record.  
However, the City will not sell your data or information for any purposes.

# Demand Request Frequently Asked Questions

A demand request is used only to request the fees due on a specific code compliance case.

## 1. How do I find out the amount due on a case or request a payoff demand?

You will need to fill out the [Demand Request Form](#) along with the recorded document, or the document prompting your call, fax to (916) 808-7722 or email to [demandrequests@cityofsacramento.org](mailto:demandrequests@cityofsacramento.org).

## 2. Can I request a payoff demand verbally?

Payoff demand must be in written form.

## 3. Where I can find or download the Demand Request Form?

The Demand Request form is located on the [city website](#).

## 4. How long does it take to receive my demand request back?

A response may take up to 10 business days depending on the current volume of demand requests.

## 5. I received a City invoice. How do I make payment?

If you would like to make a payment, please go to the Revenue Division at New City Hall, 915 I Street, Room 1214 to make your payment or mail your payment to:

New City Hall  
915 I Street, Room 1214  
Sacramento, CA 95814

Check [Revenue Division Hours and Furlough Closure Days](#) before you go.

## 6. I have a Special Assessment Lien recorded on my property. Who can I contact for more information?

You may contact the City's Bond & Assessments for more information at (916) 808-5681.

## 7. Who can I contact for more information regarding a Cloud or Notice of Pending Action or a Declaration recorded on my property?

You may call the Code Enforcement Officer/Building Inspector that is handling your case.

## 8. I have a question regarding a letter from the Code Enforcement Division regarding code violations. Who can I contact?

You can call the Code Enforcement Officer/Building Inspector that is handling your case for more information.

## 9. I received a City invoice and I have a question regarding a fee. Who can I contact?

You will find the phone number at the bottom of the invoice.

## 10. I have a question regarding the Demand Request Response Letter. Who can I contact?

You will find the contact person and phone number at the bottom of the letter.