

# 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.