

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, and email to demandrequests@cityofsacramento.org.

2. Can I request a payoff demand verbally?

Payoff demand must be in written form.

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

The Demand Request form is located at 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 a 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.

If you have an invoice # and customer #, you can conveniently make an online payment at

pay.cityofsacramento.org.

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

You may contact the City's Bonds & Assessments for more information at

bondsandassessments@cityofsacramento.org and at 916-808-5681. They could only assist with payoff Demands for resolutions.

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

You may call the Code Enforcement Officer/Building Inspector that is handling your case, or you may submit a Demand Request.

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 the 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.

11. I am seeking a demand for a Utility account, who can I contact?

You may contact Utilities Customer Service at UCustomerService@cityofsacramento.org

12. Are you able to do a rush on a demand request?

Unfortunately rush requests are not accepted and demands are processed on a first come first served basis.

13. If I have a question regarding a sidewalk repair, who can I contact?

You may contact Justin Hampton at Public Works at 916-808-4013.

14. If I want to set up a payment plan, who can I contact?

You may contact the Revenue Dept. at 916-808-5527, option 8. For the fastest service, you may submit the Payment Plans Form online at the City website.

15. If I want to appeal an invoice, who can I contact?

You may contact the Hearings Division at Hearings@cityofsacramento.org or at 916-808-8846.

16. Can I request a demand letter good for 30 days?

A demand letter is valid on the date of issuance; however, the outstanding amount on the demand letter could change after issuance.

17. I do not have a case #, where can I find it?

You could search for the recorded lien at Sacramento County website:

<https://recordsdocumentindex.saccounty.net>

18. I have a question regarding Vacant Lots. Who can I contact?

You may contact the Vacant Lots Program at vacantlots@cityofsacramento.org or at 916-808-7902.

If you have questions unrelated to Code & Housing, please call 311.