

**Request by mail:**

Mail check, Demand Request Letter and liens copy to:  
City of Oakland  
Planning & Building - Cashier Section  
250 Frank H Ogawa Plaza, 2nd Floor  
Oakland CA 94612-2093

**Request by email:**

Email Demand Request Letter with Credit information and liens copy to:  
[pbdcashier@oaklandca.gov](mailto:pbdcashier@oaklandca.gov)

**Office Address**

City of Oakland  
Planning & Building - Cashier Section  
250 Frank H Ogawa Plaza, 2nd Floor  
Oakland, CA 94612-2093  
Email: [pbdcashier@oaklandca.gov](mailto:pbdcashier@oaklandca.gov)  
Tel: 510-238-4774



## DEMAND REQUEST LETTER

The following are required:

1. **Make check payable to the City of Oakland, or complete Credit Card Authorization Form below for \$162.00 per parcel**
2. **Copy of Liens**

Please complete the table below with the most current and accurate information. It is important that you complete the bolded fields in the table below to assist with expediting your request.

Name/Co Name	
Street Address	
City, State, Zip	
Escrow Officer (if applicable)	
Escrow Number	
Phone No.	Email
<b>*Property Address</b>	
<b>*Assessor's Parcel No.</b>	
<b>*Owner's Name</b>	

Please select only one of the choices that best relates to your application. Please note that all requests require payment(s) to be paid and copies of liens submitted prior to processing.

Select One:	Sale	Refinance	Loan	Other
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### CREDIT CARD AUTHORIZATION INFORMATION

Cardholders First Name and Last Name (as it appears on card using)

Cardholders Billing Address

Cardholder Phone Number:

Credit Card Type: VISA or Mastercard

Credit Card #:

Expiration Date:

Amount to be Authorized: \$

CVV Code :

I authorize the City of Oakland to charge my credit card the amount listed above.

X

Date:

\_\_\_\_\_  
Credit Card Holder

**Please allow 5 Business days processing time. Thank you**