



CITY OF OAKLAND
CITYWIDE LIENS SECTION
150 Frank H. Ogawa Plaza, Suite 5342
Oakland, CA 94612
Tel: (510) 238-7474
Email: citywideliens@oaklandca.gov

DEMAND LETTER REQUEST INSTRUCTIONS

Request Lien Removal

To clear liens, please submit a Demand Payoff Request. You can find instructions for submitting a demand payoff request at this link: [Demand](#) or type <https://www.oaklandca.gov/services/request-lien-removal>

Full Demand request includes:

- Demand Letter Request Form
- \$175 Upfront Processing Fee
- Copy of the Lien (for business tax and RETT liens, only submit the first page with the recordation number and property reference page)

*To obtain a copy of the lien, please contact the Alameda County Recorder's Office at 1106 Madison St., Oakland, CA 94607, or visit their online portal: [Alameda County Property Search](#) or type <https://www.acgov.org/auditor/clerk/propertysearch.htm>
For questions, call the Recorder's Office toll-free at 1-888-280-7708*

Payment Submission Methods:

- **Mail** in check/money order payable to "City of Oakland" with full demand request
- **In Person** at 150 Frank H. Ogawa Plaza #5342 Oakland, CA 94612.
- **Email** the full demand request with a credit card authorization form to citywideliens@oaklandca.gov

It can take up to five business days to process the demand request. Incomplete submissions (missing payment, copy of the liens, or request form) will be rejected.

Important Notes:

- Each Demand request qualifies for only one property address (APN) and one type of lien. Separate requests are required for each property and each lien type.
- We do not expedite requests. Demand requests are processed in the order received.
- Demands are valid for 30 days. After expiration, a new demand request must be submitted with an additional \$175 upfront processing fee, demand letter request form, and copy of the liens.
- Once the demand payoff has been paid, we will mail the notarized Release of Liens to the address provided on the demand letter request form. You must record the Release of Liens with the County of Alameda Recorder's Office at 1106 Madison St., Oakland, CA 94607, to remove them from the property.

Contact US

Phone: (510)-238-7474

Email: citywideliens@oaklandca.gov

Walk-In Hours: Monday-Friday 8AM-12PM, 1PM-4PM