



FINANCE DEPARTMENT
Citywide Liens Division

Request Lien Removal (Demand Payoff Request)

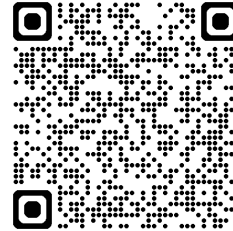
A step-by-step guide to requesting a payoff amount and obtaining a Release of Lien.



Need assistance?

Call (510) 238-7474 before submitting your request.

Our staff can answer questions and help ensure your request is complete.



DEMAND PAYOFF REQUEST

Scan for instructions, forms, and payment information.

REQUEST LIEN REMOVAL

To remove a City of Oakland lien, you must submit a Demand Payoff Request.

Instructions and forms are available online:

oaklandca.gov/services/request-lien-removal

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Step 1 — Before You Submit

Your Demand Payoff Request must include ALL of the following:

- ☐ Completed Demand Letter Request Form
- ☐ \$180 Non-Refundable Processing Fee
- ☐ Copy of the Recorded Lien
(For Business Tax and RETT liens, submit only the first page showing the recordation number and property reference page.)

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Step 2 — Obtain a Copy of Your Lien

Copies of recorded liens are available from the Alameda County Clerk-Recorder's Office.



Address
1106 Madison Street
Oakland, CA 94607



Online Property Search
acgov.org/auditor/clerk/propertysearch.htm



Recorder's Office Phone
1-888-280-7708



PROPERTY SEARCH

Scan to obtain a copy of your recorded lien.

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Step 3 — Submit Your Request



BY MAIL

Mail your completed Demand Payoff Request, supporting documents, and check or money order (payable to "City of Oakland") to:

City of Oakland
Citywide Liens Division
150 Frank H. Ogawa Plaza, #5342
Oakland, CA 94612



IN PERSON

Bring your completed Demand Payoff Request, supporting documents, and payment to:

150 Frank H. Ogawa Plaza, #5342
Oakland, CA 94612



Walk-In Hours

Monday – Friday
8:00 AM – 12:00 PM
1:00 PM – 4:00 PM



BY EMAIL

Email your completed Demand Payoff Request and Credit Card Authorization Form to:

citywideliens@oaklandca.gov



PROCESSING TIME

Please allow up to five (5) business days to process your request.

Incomplete requests will be returned without processing.



IMPORTANT NOTES

- Each Demand Payoff Request applies to one property (APN) and one lien type only. Separate requests and fees are required for each additional property or lien type.
- Requests are processed in the order received. Expedited service is not available.
- Demand payoff letters are valid for 30 days from the date issued. If the demand expires before payment is received, a new request, documents, and an additional \$180 fee are required.
- Incomplete submissions (missing payment, copy of lien, or request form) will be returned as incomplete.

Step 4 — After Payment Is Made

- Once payment is made, we will mail the authorized Release of Liens to the address provided on your Demand Letter Request Form.
- You must record the Release of Liens with the Alameda County Clerk-Recorder's Office at 1106 Madison Street, Oakland, CA 94607.
- The lien is not removed from the public record until the Release of Liens has been recorded.

CONTACT US



Phone
(510) 238-7474



Email
citywideliens@oaklandca.gov



Walk-In Hours
Mon–Fri 8:00 AM – 12:00 PM,
1:00 PM – 4:00 PM



Website
oaklandca.gov

City of Oakland

150 Frank H. Ogawa Plaza, #5342

Oakland, CA 94612

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