



Los Angeles Department of Building and Safety (LADBS)

Financial Services Division

Demand Request for Outstanding Fees

Property Information		
Owner Name		
Property Address		
City	State	Zip Code
Assessor Parcel Number (APN)	Notice of Lien/Notice of Pending Lien Instrument Number(s):	
Person to Whom the Demand Shall Be Provided		
Name	Organization	
Address		
City	State	Zip Code
Phone Number	Email	

I certify that I am duly authorized by the current property owner as the agent/representative for the above noted property to request the personal accounting records on all current outstanding fees related to the Notice of Lien/Notice of Pending Lien for the property noted above. The Demand request has been signed and notarized in accordance with the State of California.

Print Name	Check One: <input type="checkbox"/> Owner <input type="checkbox"/> Agent/Representative
Signature	
Corporation, Limited Liability Company, DBA	

“A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.”

State of California, County of _____

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the

person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Seal)

INSTRUCTIONS

Please follow these instructions carefully. Submitting an incomplete or incorrect form can delay processing.

LADBS strongly recommends that requestors not send their demand request form until 14 days before escrow closes if the escrow is not closing within 30 days since fees may change.

- All fields of this form must be filled, either typed or written clearly.
- Original **notarized** Demand Request form, along with Pending Lien/Notice of Lien recorded documents and any supporting documents must be provided to LADBS at the address below (email/Fax will NOT be accepted).
- Indicate the business name, contact name, address, telephone number, and email contact information to whom the Demand Response shall be provided.
- The Demand Request for Outstanding Fee Form must be completed and notarized prior to submission to LADBS.
- The completed form must be submitted within 30-days of the notarized date, expired notary will not be accepted.
- Incomplete Demand Request or incorrect property information will not be processed until proper information is received.
- It is the sole responsibility of the Property Owner or Agent/Representative to provide accurate Property Owner and property address information in order for LADBS to provide the Demand Response in a timely manner.
- To request an updated demand, reply to the email from which you received the original Demand Response. LADBS will only provide a one (1) time updated demand letter if the request was emailed within 30 days from the original demand response was issued. **Note: Only Updated Demands will be accepted through email**
- For Substandard Notice or Notice to Abate, please email your Demand Request to the LADBS Code Enforcement Bureau via their email address **ladbs.cebrecorreddocuments@lacity.org**.

CONTACT INFORMATION

Mailing Address: Los Angeles Department of Building and Safety
Financial Services Division (Demand)
201 N. Figueroa St. Room 740
Los Angeles, CA 90012

Telephone: (213) 482-6890