



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.

(Seal)

Signature _____

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request will provide reasonable accommodation to ensure equal access to its programs, services and activities.

INSTRUCTIONS

- All fields of this form must be filled either typed or clearly written.
- Original Demand Request form, along with any supporting documents, must be provided to LADBS at the address below.
- 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 Summary must be completed and notarized prior to submission to LADBS.
- The completed form must be submitted within 30-days of the notarized date, expired forms will not be processed.
- Incomplete Demand Requests, expired notary signature or incorrect property information will be returned to the requestor without further action.
- 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 prepare and provide the Demand response in a timely manner.

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