



A Better Way of Life

# Town of Apple Valley

## Request for Payoff

**The Town of Apple Valley will complete the request and return it to you within 5 business days.**

Request for Payoff may be submitted via FAX to the Finance Department at (760) 247-3885 or via Email to [finance@applevalley.org](mailto:finance@applevalley.org)

**DO NOT FAX COPIES OF RECORDED DOCUMENTS  
NO VERBAL UPDATES. Updates via faxed requests ONLY.**

### To be completed by requestor:

Today's Date: \_\_\_\_\_ Escrow No.: \_\_\_\_\_

Company/ Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Your mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Attn: \_\_\_\_\_

### Property Information:

APN #: \_\_\_\_\_

Property Address: \_\_\_\_\_

### Lien Documents requesting to be released:

### Lien/account no. (TOAV use only):

Document No. \_\_\_\_\_

\_\_\_\_\_

Document No. \_\_\_\_\_

\_\_\_\_\_

Document No. \_\_\_\_\_

\_\_\_\_\_

Document No. \_\_\_\_\_

\_\_\_\_\_

Check this box if the new owner will be residing at this property. **Buyer address must be filled out to process.**

### Owner's name and new mailing address:

### Buyer name and new mailing address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\*\*\*\*\* Please do not write below this line. Town use only. \*\*\*\*\*

**Code Enforcement Section: Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Code Account #	Comments	Payoff Good Until	Amount Due/Tax Bill Number

**Animal Control Section: Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Animal Control Account #	Comments	Payoff Good Until	Amount Due

**Utility Billing Section: Completed by AVCO CSR:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sanitation Account #	Status/Comments	Payoff Good Until	Amount Due

**\*\* TOTAL DUE TO THE TOWN OF APPLE VALLEY \*\*** \$ \_\_\_\_\_

\*The following liens will be released when the property tax payments are paid in full to the County of San Bernardino\*

\*See tax bills for amounts due to the County of San Bernardino. Tax bills can be found at [mytaxcollector.com](http://mytaxcollector.com)\*

**\*DO NOT include these amounts in your payment to the Town of Apple Valley\***

Sanitation Account #	Status/Comments	Tax Roll Year	Tax Bill Number

Make your check payable to the **Town of Apple Valley** and mail to:  
14955 Dale Evans Parkway, Apple Valley, California, 92307 Attn: Finance Dept.

**Include a copy of this completed Request for Payoff with payment.**

\*\* Payment received by the Town of Apple Valley for the TOTAL DUE satisfies the amounts owed on these accounts. If a lien was recorded the Town of Apple Valley will process a lien release with the County of San Bernardino Recorder's Office within 45 days.