



Town of Apple Valley

Request for Payoff

Complete page 1 of 2 only of this form. The Town of Apple Valley and AVCO will complete the request and return to you within 3 business days.

FAX both pages of Request for Payoff to AVCO @ (760) 245-4708

**DO NOT FAX COPIES OF RECORDED DOCUMENTS
NO VERBAL UPDATES. Updates via faxed Requests only.**

To be completed by requestor:

Today's Date: _____

Company/ Name: _____ Escrow No.: _____

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:

Town of Apple Valley Request for Payoff page 2 of 2

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

Code Enforcement Section: Completed by: _____ Date: _____

Code Account #	Comments	Payoff Good Until	Amount Due

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.

Sanitation Account #	Status/Comments	Tax Roll Year	Amount Included on Tax Roll

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.