



**ADMINISTRATIVE SERVICES/FINANCE DIVISION**

555 Liberty St. SE, Room 230 • Salem, OR 97301-3513

**Phone:** 503-588-6107 • **Email:** SalemAR@cityofsalem.net • **Fax:** 503-588-6251

**LIEN SEARCH / PAYOFF REQUEST**

On July 8, 2002, City Council passed Resolution No. 2002-111 establishing fees for City lien searches. On August 13, 2007, City Council passed Resolution No. 2007-69 increasing the lien search fees. On June 23, 2014, City Council passed Resolution No. 2014-49 establishing a manual lien search fee and reconveyance fee.

Internet Searches: \$20 per parcel per search per day.  
(Conduits service is available at [www.netassets.com](http://www.netassets.com))

Additional Research: \$55 per parcel per search per day

Phone/Fax/Mail/E-mail: \$30 per parcel per search per day

If you do not use Conduits, please complete all of the following information. We will respond within 5 business days. You will be billed as indicated above.

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

Tax Account ID Number: \_\_\_\_\_ City Loan Number: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Payoff requested for what date? \_\_\_\_\_

Billing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Would you like our reply e-mailed \_\_\_\_\_ or faxed \_\_\_\_\_?

Submitted by (print): \_\_\_\_\_ Company: \_\_\_\_\_

Submitted by (signature): \_\_\_\_\_ Date: \_\_\_\_\_

Fax this request to (503)588-6251 or e-mail to [SalemAR@cityofsalem.net](mailto:SalemAR@cityofsalem.net)

**THIS SECTION FOR CITY USE ONLY**

\_\_\_\_\_ Lien found on the referenced property, payoff information is attached.

\_\_\_\_\_ No City liens found on the referenced property.

\_\_\_\_\_ Historical designation only.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_