



**FINANCE DEPARTMENT
Customer Service Division**

Telephone (707) 644-8976
Fax (707) 557-3756

RELEASE OF UTILITY LIEN(S) REQUEST

Required attachment(s):

Copy of Lien(s) or Title Report showing lien instrument number(s) and/or lien number(s)

PICK UP REQUESTED DOCUMENT(S)

YES Telephone to contact: (____) _____

NO - Prepaid Federal Express label/UPS label attached or self-addressed envelope enclosed.

COMPANY NAME/REQUESTOR: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

ESCROW OFFICER: _____

ESCROW #: _____

PHONE #: _____

TO ASSIST IN EXPEDITING YOUR REQUEST, COMPLETE THE FOLLOWING INFORMATION (Please Print)

PROPERTY ADDRESS: _____

ASSESSOR PARCEL #: _____

OWNER'S NAME: _____

NOTE: Request will not be processed without copies of lien(s) or title report.

REQUESTS MAY BE SENT:

EMAIL: ebill@vallejowastewater.org

FAX: (707) 557-3756

MAILING ADDRESS OR IN PERSON

VALLEJO FLOOD AND WASTEWATER DISTRICT
FINANCE DEPARTMENT – CUSTOMER SERVICE
450 RYDER STREET
VALLEJO CA 94590

(PLEASE ALLOW FIVE (5) BUSINESS DAYS TO PROCESS)