



**SUBMIT  
FORM**

**FINANCE DIVISION**

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

Phone: 503-588-6210 Email: [SalemAR@cityofsalem.net](mailto:SalemAR@cityofsalem.net) Fax: 503-588-6251

**PAY OFF REQUEST FORM**

The City of Salem Finance Division is responsible for maintaining a docket of all City liens as outlined in Salem Revised Code (SRC) Chapter 2.365 (e). Fees related to lien searches are set by the City Council via Resolution. The current fees, presented below, were adopted by Resolution No. 2019-4 on June 10, 2019.

**FEES:**

Internet Lien Searches: \$25 per parcel search/day  
(Internet searches can be conducted by the customer via the Conduits website. Please email Net Assets at [support@nassets.com](mailto:support@nassets.com) to set up an account)

Manual Lien Searches: \$40 per parcel search/day  
(Searches conducted by City staff, initiated by the customer via phone/fax/mail/email)

If you would like the City to conduct a Manual Lien Search, please contact the Finance Division via the information listed at the top of this form, or fill out the requested fields below and click the "Submit Form" button. We will respond to all requests within five (5) business days.

Property Address

Tax Account ID Number

City Loan Number

Current Owner

Requested Date for Payoff     
Month Day Year

Billing Address  Company

Phone  Fax  Email

How would you like our reply delivered?

Submitted

(Print)

(Signature)

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