SUBMIT FORM

FINANCE DEPARTMENT

555 Liberty St. SE, Room 230
Salem, OR 97301-3513
Phone: 503-588-6210 Email: SalemAR@cityofsalem.net Fax: 503-588-6251

PAY OFF REQUEST FORM

The City of Salem Finance Department 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. 2026-18 on June 8, 2026.

FEES:

Internet Lien Searches:	$36 per parcel search/day (Internet searches can be conducted by the customer via the Conduits website. Please email Net Assets at support@nassets.com to set up an account)
Manual Lien Searches:	$71 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 Department 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