



# City of Bend

## Lien Request Form

A \$25 fee must accompany each request, one request per address/ property. If payment is not received with the lien request form the City of Bend will send an invoice for remittance. In the even that extensive research is required; you will be advised of additional cost. The City of Bend is unable to research requests without complete information; therefore, all incomplete requests will not be processed. Please furnish a self-addressed stamped envelope for response or provide a fax number. Phone requests are subject to the same requirements.

**To Be Completed By Requestor:**

*Please update contact information if it has changed within the last 30 days:*

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Fax #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

- Method of Response:     Mail (please provide self-addressed stamped envelope)
- Fax #: \_\_\_\_\_
- Email: \_\_\_\_\_

**Requested Property Information:**

Property Owner's Name: \_\_\_\_\_

Tax Map & Lot Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Location Address: \_\_\_\_\_

**\*\*\*\*PLEASE DO NOT WRITE BELOW THIS SECTION\*\*\*\***

<u>Description</u>	<u>Amount Due</u>	<u>Interest Per Day</u>	<u>As of Date</u>
Accounts Receivable Liens: _____			
Special Assessment Liens: _____			
Utility Billing Liens: _____			
Other Open Charges: _____			
Total Due:	-		

Please note that additional requests or updates to previously requested inquiries are subject to the \$25.00 lien check fee.

If further assistance is needed, please contact the Finance Department at (541) 693-2155

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_