

Lien Release

Lien Demand Request

In order to request a demand letter and lien release, please email request to liens@cityofhighland.org, and provide the information and documentation listed below. Failure to provide complete and accurate information will result in processing delays.

Once a complete documentation has been received, please allow up to 5 business days to process your request.

A demand letter and/or copies of the lien release documents will be prepared and returned to you via the email address provided, so that escrow may proceed. The demand letter will include all current charges due, including pending liens and new delinquencies.

Once payment is received, and the original releases are signed and certified by the City Clerk's Office, we will mail the original documents to the County Recorders' Office for recording.

If you have any questions, please contact the City of Highland Public Services Department.

Please provide the following information regarding your escrow or title company:

1. Company Name.
2. Company Address
3. Company Phone Number
4. Company Fax Number
5. Company Email Address

Please provide the following information regarding the subject property:

6. Property Address
7. Assessor's Parcel Number
8. Please attach the first page of the recorded document/instrument to be released. The document must show both the recorded document number and the resolution number. Copies may be obtained from the County Recorder
9. Please attach the page of the recorded document/instrument to be released that lists the subject property.