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www.liensnc.com

LiensNC

Account Setup

First-time users will need to create a new user account. The sign up process is fast, simple and free - anyone can use LiensNC...

Appoint a Lien Agent

Owners (or someone on their behalf) are required to file an Appointment of Lien Agent to add their project to the website...

Notice to Lien Agent

Potential lien claimants should file a Notice to Lien Agent whenever they provide services or materials on the project...

Search for Filings

There are thousands of filings on the website. This guide will provide you with helpful search tips for locating a project...

Related Filings Report

Generate a report that contains all project information in one consolidated area. This report can be downloaded in a variety of methods...



Property of... LiensNC

www.liensnc.com
North Carolina Online Lien Agent System

Helpful
Information



INSTRUCTIONAL GUIDE

This guide contains step-by-step instructions for the various uses, features and functionality available within the LiensNC system.

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RELATED FILINGS REPORT

Closing Attorneys may want to select the Closing Notice option to stay informed of project activity.



Users can obtain a report of all related project information, including:

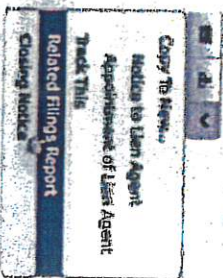
- The Appointment of Lien Agent information
- All subsequent Notice to Lien Agent details (if applicable)
- Additional filing comments (if any have been made)

In addition to printing the report, an option to download as either a PDF, CSV or Email version is also available. To effectively organize downloaded and/or printed reports, a date and time stamp is included to indicate when the report was generated.

INSTRUCTIONS

To generate a Related Filings Report, follow these steps:

1. Login to the LiensNC system. (Refer to the Account Setup section for more information.)
2. Search for the Appointment to find your desired project. (Refer to the Search for Filings section for more information.)
3. Once located, select the "Related Filings Report" link from the Action drop-down menu.
4. If any related Notice filings and/or comments exist, they will be listed below the original Appointment filing.
5. Print Options:
 - Choose the "Print Appointment" option to print *only* the Appointment details.
 - Choose the "Print Report" option to print the Appointment, Notices (if applicable) *and* commenting information.
6. Choose the "Download Report" option to export the project information in the form of a report via PDF, CSV or email.



For more information about this feature, please visit our website.

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APPOINTMENT OF LIEN AGENT

An Appointment of Lien Agent is filed by the owner of the project property (or someone on their behalf, such as the contractor), is a statutory requirement (refer to Quick Facts for exemptions) and is necessary for obtaining a building permit.

Once a Lien Agent is appointed, the LiensNC system will automatically notify the Lien Agent of the filing. There is no additional notification needed from the owner.

Simply print off the Appointment project details page, take a copy to your building permit office (if applicable) and post a copy at the job site so that future Potential Lien Claimants can file a Notice.

Quick Facts:

- Cannot be edited or deleted once submitted
- Responsibility of the owner
- Construction improvement begun on or after April 1, 2013 apply
- Applies if the entire project costs \$50,000 or more
- Necessary for obtaining a building permit
- Must be posted at job site
- Filing costs: \$25 per 1-2 Family Dwelling or \$50 per Other



For detailed instructions, please visit our website.

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To file an Appointment of Lien Agent, follow these steps:

1. Login to the LiensNC system (refer to the Account Setup section for more information.)
2. Click on the "Appointment of Lien Agent" button.



3. Select a Lien Agent from the drop-down menu.
4. Provide the burner's contact information.
5. Describe the project property.
6. Enter design professional information (if applicable).
7. Choose the property type.
8. Enter contractor information (if applicable).
9. Provide the date of last furnishing.
10. Assign up to 3 email addresses to receive automatic notifications from LiensNC (when the project is updated).
11. Pay for the filing.
12. The Appointment will be assigned a unique Entry Number and a notice lien will be sent to the Lien Agent.
13. Print the Appointment project details page.
14. Take a copy to the building permit office (if applicable) and post a copy at the job site.

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NOTICE TO LIEN AGENT

A Potential Lien Claimant (PLC) providing labor, services, materials or rental equipment for improvements on the property may file a Notice to Lien Agent to preserve their lien rights on the property if it is sold or mortgaged.

LiensNC allows a PLC to file a Notice quickly and easily by searching for the Appointment project and linking to it. A mobile device can be used to scan the QR code, which should be posted at the project job site.



INSTRUCTIONS

To file a Notice to Lien Agent, follow these steps:

1. Login to the LiensNC system. (Refer to the Account Setup section for more information.)
2. Click on the "Notice to Lien Agent" button.
3. Search for an existing project; a Notice can only be applied to a previously created Appointment filing. (Refer to the Search for Filings section for more information.)



4. Select the "Link to this Appointment" Action link.
5. Provide the PLC's information.
6. Enter the name of the entity you are contracted through.
7. Attempt to give notice of your rights.
8. Click on the "Continue" button.
9. Edit the Notice if any changes need to be made. (You will not be able to go back and edit once submitted.)
10. Click on the "Continue" button and advance to the History page.
11. The filing is assigned a unique Entry Number and will now display in search results.
12. Notifications will automatically be sent to the designated email recipients. (There is no need to send any additional email notifications. The LiensNC system will automatically distribute information to notification subscribers.)

For easier filing convenience, from the job site, you can scan the QR code with a mobile device to quickly go directly to the project details and file your Notice.



The Golden Rule

When searching for a project, the quickest, easiest and most accurate way to find the filing is to use the...

ENTRY NUMBER!



Avoid searching for common words, abbreviations, easily misspelled words, etc.

SEARCH FOR FILINGS

For various reasons, users may need to find an existing project in the LiensNC system. Reasons may include:

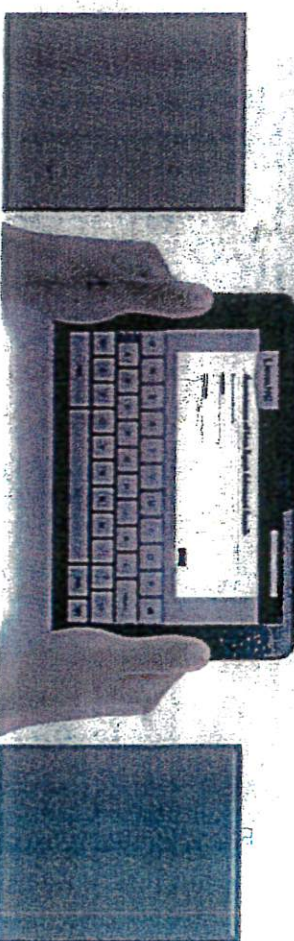
- ❖ Potential Lien Claimant looking for an Appointment in order to file a Notice
- ❖ Attorney filing a Closing Notice to be alerted about future project updates
- ❖ Owner/contractor wanting to quickly copy an existing filing to a new filing
- ❖ Anyone who wants to track the project and receive automated email notifications

SEARCH TIPS

To search for filings, follow these suggestions:

1. Sign in to LiensNC. (Refer to Account Setup for more information.)
2. From the homepage (or navigation menu), users can find their filings by accessing the History area of the site.
3. To view other user's filings, search for the Entry Number or perform an Advanced Search.

- **Entry Number Search** - Searching by the Entry Number is the only way to ensure 100% accuracy. This is the only unique identifier assigned to each project.
- **Advanced Search** - Use the keywords field to filter the search results by entering identifiable pieces of project information. Results can also be filtered to a specific date range.
- **The system uses a Boolean search feature.** Connecting words (such as AND, OR and NOT) are essential. Emphasize phrases with quotation marks.



GENERAL QUESTIONS

PROJECT PROPERTY

Q: What is the "Property" referred to on an Appointment and/or Notice?

A: Property (i.e. Real Property) refers to the real estate that is being improved. (This includes: structures, lands, leaseholds, tenements, driveways, private roadways, accessory structures, pools, etc. and any furnished materials, such as trees and shrubbery.)

Q: What information should I provide as the property's 'Other Legal Description' while completing the Appointment?

A: This field can include any description that reasonably identifies the real property being improved. (Such as, street address, tax map lot and block number, reference to recorded instrument, or any other description that reasonably identifies the real property)

Q: Will my Appointment be required if my project includes a garage, shed or other accessory building?

A: Yes, if the use is incidental to the residence, a Lien Agent if the combined improvements cost \$30,000 or more. However, a Lien Agent will not be required for construction of an accessory building being added to the owner's existing, established residence where improvements are being made to the property. (As defined in the [NC residential building code](#).)

Q: If my project includes multiple apartments or condominium units, do I need to file a separate Appointment for each unit?

A: Consult a NC attorney, as this would be considered legal advice.

Q: Are military bases, state owned colleges, etc. exempt from appointing a Lien Agent?

A: The Lien Agent provisions apply only to projects which fall under the provisions of [Section 2 of the NC General Statutes - Chapter 44-A](#).

Q: Is an Appointment required for installation of a mobile or manufactured home on a permanent foundation?

A: Yes, if the combined improvements cost \$30,000 or more; inclusive of the mobile home purchase price.

NOTE: [G.S. 44A-11.1](#) amendment... (a1) (Effective July 1, 2017) Where the improvements to a real property leasehold are limited to the purchase, transportation, and setup of a manufactured home, as defined in G.S. 143-143.9(6), for which there is a current certificate of title, the purchase price of the manufactured home shall be excluded in determining whether the costs of the undertaking are thirty thousand dollars (\$30,000) or more.

21/11/2020