

## **HOW TO FILE A LIEN AGENT**

The mechanics' lien agent system was created to facilitate Chapter 44-A, Article 2, of the NC General Statutes. The law affects all projects commenced on or after April 1, 2013.

- Step 1 Sign up to use the LiensNC system or login with your existing user credentials WEBSITE: [www.liensnc.com](http://www.liensnc.com)
- Step 2 Select the Appointment of Lien Agent option.
- Step 3 Choose a Lien Agent from the drop-down menu. (All provide the same service)
- Step 4 Provide the contact information for the owner of the project property, including: Name Address Email Phone Note: This should be the owner's contact information. (NOT a contractor, agent, or authorized representative who may be completing the Appointment on the owner's behalf.)
- Step 5 Give details about the project property location, including: Street Address Other legal description (Such as PIN, Tax map/block/lot, etc.) DEFINITION: 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.)
- Step 6 If you had/have a contract with any design professionals prior to appointing the Lien Agent for this project, select 'Yes' and provide their contact information. (Example: an architect that drew design plans) Otherwise, choose 'No' if this section does not apply to your project.
- Step 7 Choose the property type of the project. (Either 1-2 Family Dwelling or Other)
- Step 8 Provide the date on which the furnishings began or plan to begin. (If known)
- Step 9 (for 1-2 family dwellings only) Skip this step if the property type is Other. If you are a Custom Home Contractor authorized to designate a Lien Agent on behalf of the owner under a written contract, answer Yes to this question and provide your contact information.
- Step 10 List up to three recipients to receive email notifications whenever future project activity occurs. (i.e. Notice filing or comments added)
- Step 11 Select the Continue button. (Note: If any errors are encountered, they will display in red text and let you know how to resolve them.)

- Step 12 It is very important that you carefully review the information you are about to submit before continuing, since this will be the LAST OPPORTUNITY TO EDIT project information.
- Step 13 Choose whether you want to Pay Now or Pay Later. Pay Now - will advance you to the checkout. Pay Later - will place the filing in your Cart and will not be valid until you submit payment.
- Step 14 Choose the payment method you will be using: Credit Card, or eCheck (i.e. checking account).
- Step 15 Provide billing and payment information and submit payment for processing. Provide the customer billing information. (Hint: Customer address must match what the bank/credit card company has on file) Provide the payment information. Select Continue. Verify information is correct. Select Submit to process payment. (Note: Do not refresh the page or use the back arrow. Refunds will not be given due to user error.) Select the final Continue option to advance to the user History area of your account. (History is where all of your submitted filings will be listed.)
- Step 16 On your History page, you should see a blue Entry Number for each of your submitted filings. (The most recent filing should be located on top.)
  - Select the printer icon located below the Entry Number. Once you advance to the project details, select the Print Appointment option located at the bottom of the page.
  - We suggest making two copies of the project details: one to post at the job site, and one for your records. (Note: This proof of Lien Agent is required to be continuously posted at the job site.)
- Step 17 You will want to share the Appointment Entry Number with any potential lien claimants that become involved in the project. This gives them an opportunity to file a related Notice to Lien Agent filing. The QR code located on the project details printout is a convenient way for PLCs to file their Notice quickly.
- Step 18 The LiensNC system will automatically send the Lien Agent and any notification subscribers an email to let them know the Appointment was successfully filed.