



How to Appoint Investors Title Insurance Company as Lien Agent

The **most efficient method** of appointing Investors Title Insurance Company as a lien agent for your project is to:

1. Visit www.liensnc.com
2. Register as a user
3. Select the Appointment of Lien Agent option and
4. Follow the prompts

Additional contact information for appointing Investors Title Insurance Company as lien agent:

Online: <http://liensnc.com>

In Person: 19 W. Hargett Street, Suite 507, Raleigh, NC 27601

Email: support@liensnc.com

Toll Free: 888.690.7384

Fax: 913.489.5231

What to File if not using www.liensnc.com – Form of Appointment of Lien Agent

Appointment of Lien Agent

I hereby designate Investors Title Insurance Company as Lien Agent for:

- (1) Owner’s name, mailing address, telephone number, fax number (if available), and email address (if available):

- (2) Property Description

a. Street address: _____

b. Tax map lot and block number: _____

c. Reference to recorded instrument: _____

d. Other description reasonably identifying the property (subdivision and lot, metes and bounds, etc.) _____

Dated: _____

Signature - Owner _____

Note: In certain situations there may be additional information the Owner is required to provide at time of appointment such as the identity of pre-permit workers (ex. Design professionals) or the identity of a contractor hired to construct a single family residence. The owner should consult NCGS 44A for additional information.

Cost of Appointment

The owner appointing the lien agent must pay \$25 for appointment of lien agent for a 1-2 family residence; \$50 for appointment on any other property. If the appointment is made by the owner in a manner other than online, the payment for the appointment should be made out to “LiensNC.”

Allowable Methods of Filing an Appointment of Lien Agent

1. Filing online at www.liensnc.com
2. Email
3. Certified Mail, return receipt requested
4. Signature Confirmation as provided by the US Postal Service
5. Physical Delivery and obtaining delivery receipt from lien agent
6. Facsimile with facsimile confirmation
7. Depositing with designated delivery service authorized by 26 USC 7502(f)(2)