Mechanics' Lien Law

Effective for construction projects beginning on or after April 1, 2013

- North Carolina law requires appointment of a lien agent.
- Contractors and subcontractors can give notice they are working on the project.
- Appointments are not required for improvements under $30,000, to the owner's existing residence, or for public building projects.

Learn more at www.liensnc.com.

LiensNC

Using LiensNC is as Easy as 1-2-3!

Modern technology, a courteous customer support team, online guides and instructions are just a few of the tools designed to assist you with the process:

1. Appoint a Lien Agent & Post at Job Site
2. Send Notices to the Lien Agent
3. Search and Manage Existing Filings

We're Here to Help!

19 W. Hargett St., Suite 507 | Raleigh, NC 27601

888.690.7384

support@liensnc.com

www.liensnc.com

LiensNC

www.liensnc.com

North Carolina Online Lien Agent System

Online Lien Agent System

LiensNC is an online application created specifically to help users file new Appointments and Notices as well as search for existing filings – quickly and easily!

To get started, visit **www.liensnc.com** where you will find additional information for your specific role in the construction project. Once you are familiar with the system, simply create a user account and see for yourself all the benefits of using LiensNC.

Effective April 1, 2013

Whether you're the owner, contractor, subcontractor, supplier, closing attorney, building permit office or other interested party, details of the construction property are simply a click away.

The LiensNC website is a collaborative effort of NIC Services, LLC and LiensNC, LLC to provide a web-based online system to facilitate the filing of notices to the Mechanics' Lien Agents (MLA). The singular goal of this massive effort is to make the filing and finding of MLA notices as simple and as fast as possible for all users.

The LiensNC system was created by NC Session Law 2012-158, which was signed into law in July 2012, amended by Session Law 2013-16. The legislation was enacted to address the so-called "hidden lien" problem associated with construction projects. Existing mechanics' lien law had no mechanism for contractors, subcontractors or suppliers to publish their participation in a project. As a result, purchasers, lenders and closing attorneys would be unable to determine who had worked on a construction project and deserved to be paid – often until long after closing.

The LiensNC system allows potential lien claimants to give notice they are working on a project. By doing so, closing attorneys, lenders and purchasers have the ability to address those known potential interests at closing. For more information about LiensNC, visit ***www.liensnc.com***.

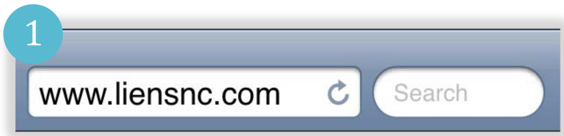
LiensNC

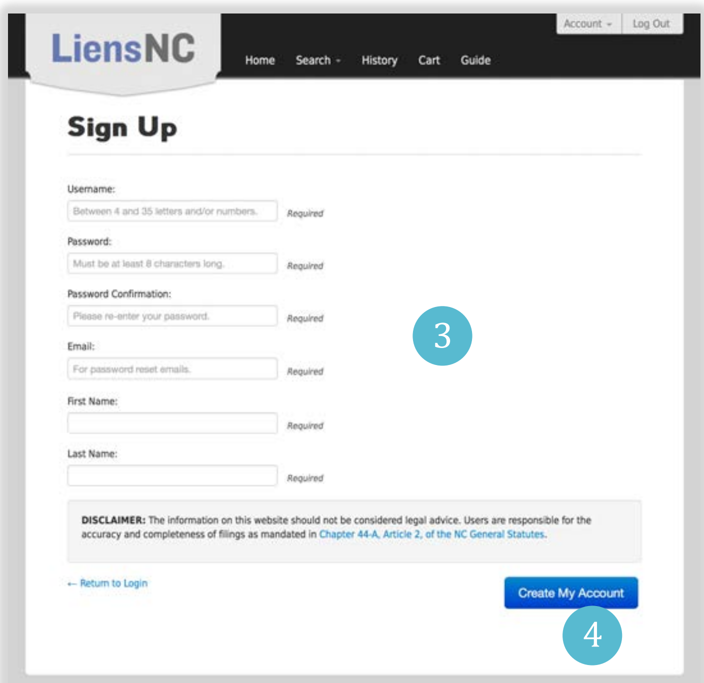
Issue: Spring 2014 www.liensnc.com

INSTRUCTIONAL GUIDE

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

Continued on page 2





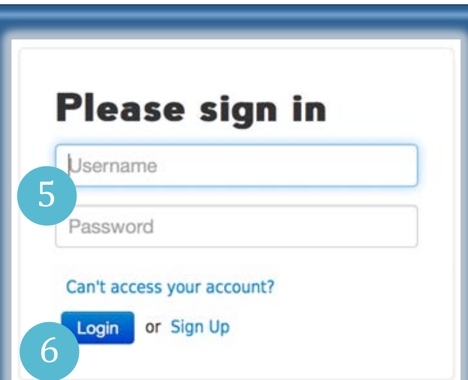
ACCOUNT SETUP

A user account is necessary for accessing the LiensNC system. Choose an option below, and follow the instructions for logging into the site.

OPTION 1: First-Time Users

To create a new account:

1. Access a web browser and go to www.liensnc.com.
2. Select the "Login" main navigation menu link. A new window will open. Select the blue "Sign Up" link.
3. Enter your account information.
   - Create a unique username and password.
     - ✓ Passwords and usernames are case sensitive.
     - ✓ Usernames can contain any combination of characters, but cannot be previously assigned to another user in the system.
     - ✓ Passwords must contain:
       - At least one capital letter
       - At least one number
       - At least one special character
       - Between 8-15 characters
4. Select the "Create My Account" button.
5. Upon successfully creating your account, you will advance to the Login page. Enter your new login credentials.
6. Select the "Login" button to advance.



Spaces are not allowed in usernames or passwords.

OPTION 2: Returning Users

If you have an existing user account, use your login credentials to access the site at any time. Your login credentials will not expire and should be stored in a secure location.

HAVING TROUBLE LOGGING IN?

Select the "Can't access your account?" link, and follow the on-screen prompts to retrieve forgotten usernames or passwords.

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:

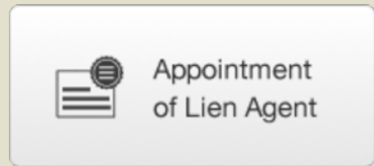
- Cannot be edited or deleted once submitted
- Responsibility of the owner
- Construction improvements begun on or after April 1, 2013 apply
- Applies if the entire project costs $30,000 or more
- Necessary for obtaining a building permit
- Must be posted at job site
- Filing costs: $25 per 1-2 Family Dwelling or $50 per Other

Detailed instructions are located on our website.

DIRECTIONS

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 owner’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 first furnishing.
10. Assign up to 3 email addresses to receive automatic notifications from LiensNC if/when the project is updated.
11. Pay for the filing.
12. The Appointment will be assigned a unique Entry Number and a notification 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.

NOTICE TO LIEN AGENT

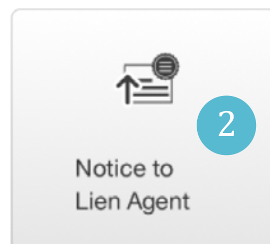
A Potential Lien Claimant (PLC) providing labor, services, materials or rental equipment for improvements on the property may file a Notice to Lien Agent to preserve their lien rights on the property if it is sold or mortgaged.

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.

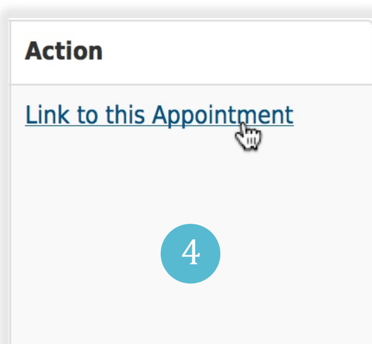
By utilizing the "Track This" option to receive email notification alerts, a PLC can stay informed about future project activity.

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. Attest 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 added 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.

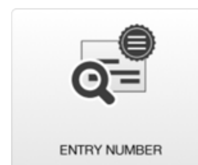
SEARCH FOR FILINGS

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

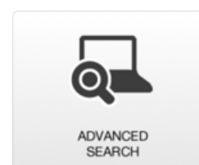
- ❖ Potential Lien Claimant looking for an Appointment in order to file a Notice
- ❖ Attorney filing a Closing Notice to be alerted about future project updates
- ❖ Owner/contractor wanting to quickly copy an existing filing to a new filing
- ❖ Anyone who wants to track the project and receive automated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

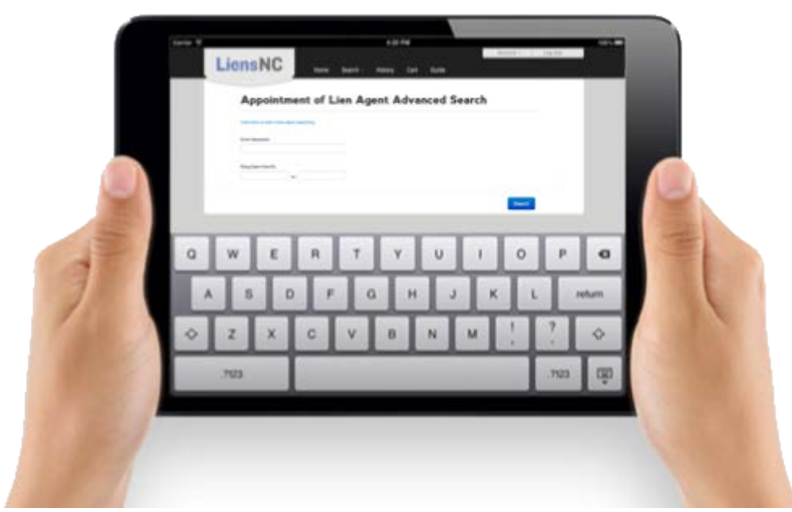
SEARCH TIPS

To search for filings, follow these suggestions:



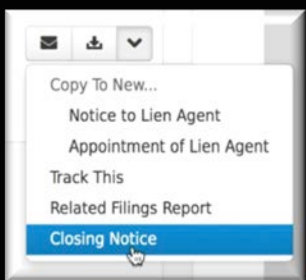
1. Sign in to LiensNC. (Refer to Account Setup for more information.)
2. From the homepage (or navigation menu), users can find their filings by accessing the History area of the site.
3. To view other user's filings, search for the Entry Number or perform an Advanced Search.
   - Entry Number Search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





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)

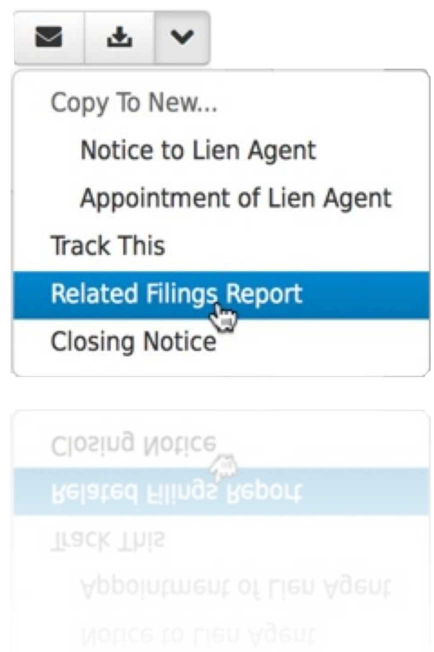
In addition to printing the report, an option to download as either a PDF, CSV or Email version is also available.

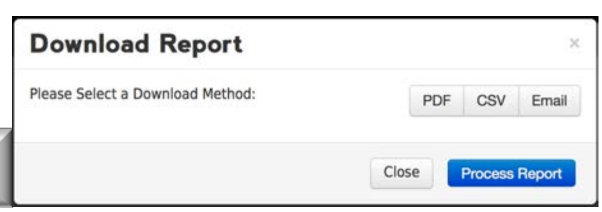
To effectively organize downloaded and/or printed reports, a date and time stamp is included to indicate when the report was generated.

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.





More information about this feature is located on our website.

HELPFUL INFORMATION

LINKS

- LiensNC System
  www.liensnc.com
- Step-by-Step Instructions
  http://liensnc.com/Step-By-Step_Instructions.html
- Frequently Asked Questions
  http://liensnc.com/FAQs_2.html
- Resources
  http://liensnc.com/Resources.html

AVOID POTENTIAL PROJECT PITFALLS

Verify Information – Checkpoints throughout the filing process provide you with several opportunities to verify information accuracy. Carefully check your filing, as there is no ability to edit or delete after submitting.

History – A repository for all of *your* filings, the History area saves time by bypassing the search feature to easily locate the filings that *you* have previously submitted.

Cart – Unpaid filings can be stored in the Cart area until you are ready to process payment. Store multiple filings in your cart to pay for them all at once, thus providing billing information fewer times.

Copy – Save time by quickly populating previously filed information into a new field by using the copy feature. Any Appointment can be copied to a new Appointment or to a new Notice filing.

Notification Requests – Use the Track This or Closing Notice feature to receive email notifications every time a future update is made to a specific project. (Ex: when a Notice is filed on an Appointment)

CONTACT INFO

Website: www.liensnc.com

Address: 19 W. Hargett St., Suite 507
Raleigh, NC 27601

Email: support@liensnc.com

Fax: 913-489-5231

Phone: 888-690-7384

Office Hours

Mon-Fri
9:00 am – 4:00 pm

Closed for lunch
12:00 – 1:00 pm

We cannot accept filings over the phone.

Property of…

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www.liensnc.com

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