

Appoint A Lien Agent

Required by the State of NC as of April 1, 2013

Required for All New Build Dwelling Types And:

- *Stick Built - New Builds*
- *Modular - New Builds*
- *Manufactured - Single, Double, Triple Wide - New Builds*
- *Renovations / Alterations of Rental Properties*
- *Additions to Rental Properties*
- *Accessory Structures for Rental Properties*

Please READ the instructions on the next 2 pages prior to applying for your LiensNC. The worksheet is not your LiensNC, it is a worksheet for you to gather all your information on so you will have it at your fingertips when you go online to apply for your LiensNC. Also, your receipt for applying for your LiensNC is not your LiensNC documentation.

The form you will turn in as proof of Lien Agent Appointment should have a QR Code on it similar to this:



Also, your form should have an "entry number" located on it. If it does not have an entry number and QR code, it is not the correct form.

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TO APPOINT A LIEN AGENT, YOU WILL NEED TO KNOW THE FOLLOWING:

- Property Type:
 - 1-2 Family Dwelling = Single Family Dwelling, Modular, Single-Double-Triple Wide
 - Other = Apartment Building / Multi Unit Condominium
- Owner Information:
 - Required
 - Name (First and Last)
 - Address (Street (not PO box, not construction address), City, State, Zip) - Where owner currently resides.
 - Phone number
 - Optional
 - Email Address
- Contractor Information:
 - Required
 - Name (First and Last)
 - Address (Street (not PO box, not construction address), City, State, Zip) - Where owner currently resides.
 - Phone number
 - Optional
 - Email Address
- Project Property Information:
 - At Least One of the Following is Required:
 - Tax Map, Block, and Lot of property (available from tax card, call Camden Tax Department 338-1919 x 226.)
 - Other Legal Description (available from tax card, call Camden Tax Department 338-1919 x 226.)
 - Required
 - Street Address
 - City, State, Zip
 - Tax Parcel ID (available from tax card, call Camden Tax Department 338-1919 x 226.)
- Pre-Permit Workers
 - ANY contractor who has performed ANY service in relation to the project prior to the application for Lien Agent
 - ANY design professional who has supplied information in relation to the project. Such as Architects, Landscape Architect, Surveyor, Engineer, etc. (i.e. engineer/architect who furnished plans, landscaping company, surveyor, etc.)
 - ANY contractors or sub-contractors who will be furnishing services in relation to the project.
 - You will be required to know who your subcontractors will be ahead of time, and must supply that information. **Once filed, you cannot change subcontractors listed with LiensNC. Please know which subcontractors you will use and stick with them.**
 - If there are no pre-permit workers, select 'None' when you get to that point in the Lien Agent application process.

- Date of First Furnishing
 - Date that first improvements (such as landscaping, etc) or materials (such as building materials, etc) are furnished to the site.
- Email addresses for Filing Notification Alerts to be sent to
 - Any time anyone files a claim against this property, an email will be sent to the email addresses you provide here. This should be email addresses of owner, contractor, and any other interested parties.

Once your application for appointment of Lien Agent is filed and a Lien Agent appointed, you cannot edit the information submitted. Again, please know which contractors and sub-contractors you will be using prior to submitting any applications, and if at all possible *stick with them*. You will be unable to change your selection of contractors and sub-contractors in the LiensNC system. Please do not put a contractor or sub-contractor on an application just to have someone down, we ask that you know who your contractors / sub-contractors will be and, again, if at all possible *please stick with them*. We will still require a Trade Affidavit form for each Sub-Contractor prior to the work being performed by them.

Once you have gathered all the information mentioned above (use attached worksheet), go to <http://www.liensnc.com> and log in to the system (or sign up if you do not yet have an account).

Once you have logged in, click the button that says "Appointment of Lien Agent".

Select a Lien Agent company from the drop down box, does not matter which one.

Fill in the online forms with the information you have gathered. Once finished, click "Continue", then Review & Submit your Appointment. Make sure everything has been entered correctly, *you will be unable to edit any information once you have submitted your appointment*.

Click the Pay Now button to pay for your appointment(s). You will need to have a valid credit card. Enter your payment information carefully as they do not give refunds.

Click the Pay Later button if you have additional properties for which to appoint lien agents. Clicking Pay Later adds the current lien agent appointment application to your cart, and takes you to your cart so you can pay for select appointments or pay for them all at once. *Note: unpaid filings are not entered into the system until they are paid for.*

Once you have entered your payment, you must *MUST* click the 'Continue' button after the transaction is processed in order for your filing to be successfully submitted.

Once your appointment is successfully submitted, you are required to post the project details at the job site. A notice of the Appointment details will be sent to the email addresses provided in the Filing Notification Alerts section you listed on the Appointment of Lien Agent filing.

Use the attached Lien Agent Form to specify the project address and Lien Agent appointed for your project. This form *MUST* be turned in to the Building Permit Office with your permit application. Please print the specified information legibly so that it may be read. Thank you.

LIEN AGENT PRE-APPOINTMENT WORKSHEET

PROPERTY TYPE (Required):

1-2 Family Dwelling Other

OWNER INFORMATION (* = Required Information)

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

CONTRACTOR INFORMATION (* = Required Information)

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

PROJECT (PROPERTY) INFORMATION (* = Required)

*Tax Map, Block, and Lot of Property (Get from Tax Office): _____

*Other Legal Description (Get from Tax Office): _____

*Project Street Address: _____

*City: _____ *State: _____ *Zip: _____

*Parcel ID Number (Get from Tax Office): _____

PRE-PERMIT WORKERS (* = Required)

General Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Land Surveyor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Architect:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Engineer:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

Sub-Contractor:

*First: _____ *Last: _____

*Street Address (Not PO Box): _____

*City: _____ *State: _____ *Zip: _____

Email (Optional): _____

DATE OF FIRST FURNISHING:

Date that first improvements (such as landscaping) or building materials are furnished to site

Date of First Furnishing: _____

FILING NOTIFICATION ALERT EMAIL ADDRESSES:

Email addresses used to notify owner, contractor, and any other interested parties of any claims against the property. (Not sure how many interested parties you may specify, 3 blanks are provided in this worksheet.)

Owner Email: _____

Contractor Email: _____

Interested Party #1 _____

Interested Party #2 _____

Interested Party #3 _____

Current Lien Agents registered with LiensNC:

Chicago Title Company, LLC
Fidelity National Title Company, LLC
Investors Title Insurance Company
Stewart Title Guaranty Company
First American Title Insurance Company
Old Republic National Title Insurance Company
North American Title Insurance Company
WFG National Title Insurance Company
Premier Land Title Insurance Company

The above companies are registered as C/O LiensNC, therefore the Physical and Mailing Addresses, as well as Phone, Fax, Email, and Web Address are the same as the LiensNC organization.

Physical & Mailing Address are both:

[19 West Hargett Street, Suite 507, Raleigh, NC, 27601](#)

Phone: [888-690-7384](tel:888-690-7384)

Fax: [919-489-5231](tel:919-489-5231)

Email: support@liensnc.com

Web Address: <http://liensnc.com>

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LIEN AGENT INFORMATION

Effective April 1, 2013

In accordance with North Carolina General Assembly Session Law 2012-158, Inspection Departments are not allowed to issue any permit where the project cost is \$30,000 or more unless the application is for improvements to an existing dwelling that the applicant uses as a residence OR the property owner has designated a lien agent and provided the inspections office with the information below:

Note: Mailing address, Physical address, Telephone, Fax, and Email are the same for all lien agents as when they register with LiensNC the addresses are C/O LiensNC... therefore this information is filled in for you.

Project Address: _____

Name of Lien Agent: _____

Mailing address of Agent 19 West Hargett Street, Raleigh, NC, 27601

Physical address of Agent 19 West Hargett Street, Raleigh, NC, 27601

Telephone: 888-690-7384 Fax: 919-489-5231

Email address of Agent support@liensnc.com

The information will be attached to the permit record and a copy provided to the applicant. The applicant is required to post a copy on the construction site.

Excerpt from North Carolina G.S. 160A-417: "(Effective April 1, 2013") No permit shall be issued pursuant to subdivision (1) of subsection (a) of this section where the cost of the work is thirty thousand dollars (\$30,000) or more, other than for improvements to an existing single-family residential dwelling unit as defined in G.S. 87-15.5(7) that the applicant uses as a residence, unless the name, physical and mailing address, telephone number, facsimile number, and electronic mail address of the lien agent designated by the owner pursuant to G.S. 44A-11.1(a) is conspicuously set forth in the permit or in an attachment thereto. The building permit may contain the lien agent's electronic mail address. The lien agent information for each permit issued pursuant to this subsection shall be maintained by the inspection department in the same manner and in the same location in which it maintains its record of building permits issued."

Office Use Only:

UDO # _____

Date Submitted: _____

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