

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.