Which Mechanics Lien Form Do I Choose?

1. Has ANY work been done? Is any work contemplated?
   If NO, then get a signed NCLTA Form 1 from:
   • every Seller (if sale) or
   • every Borrower (if refinance).
   If the purchaser has contracted for or is contemplating improvements, but is not yet the “owner”, follow ¶ 3 Below.

2. Did Project Begin before 4/1/2013, or NO Mechanic’s Lien Agent (MLA) has been named (and none is required*)? If so,
   a. Has all construction been completed?
      If YES, then NCLTA Form 2 (Waiver) signed by:
      • ALL Owners
      • ALL Contractors (anyone who dealt directly with Owner)
   b. Is a construction loan required, but work has not finished (and need not have begun)?
      If YES, the NCLTA Form 3 (Subordination) signed by:
      • ALL Owners
      • ALL Contractors (anyone who dealt directly with Owner)

3. Did Project Begin after 4/1/2013, and a Mechanic’s Lien Agent (MLA) been named? If so,
   a. Has all construction been completed?
      If YES, then
      i. NCLTA Form 5 signed by ALL Owners
      ii. NCLTA Form 6 (Waiver) signed by:
         • ALL Persons shown as Potential Lien Claimants on LiensNC.com website, and
         • ANYONE whose FIRST day on the jobsite was within 15 days of closing
   b. Is a construction loan required, but work has not finished?
      If YES, then
      i. NCLTA Form 5 signed by ALL Owners
      ii. NCLTA Form 7 (Subordination) or Form 6 (Waiver) signed by:
         • ALL Persons shown as Potential Lien Claimants on LiensNC.com website, and
         • ANYONE whose FIRST day on the jobsite was within 15 days of closing

4. Did Project Begin after 4/1/2013, and a Mechanic’s Lien Agent (MLA) has not been named, but is required*, and the project is not complete? If so, have an MLA appointed AND follow ¶2(b).

*An MLA is NOT required:
• When improvements were first contracted before April 1, 2013, or
• Project value is less than $30,000 at time building permit issued, or
• Solely for improvements to owner’s existing residence.