



## LIENS

This covers Adding a Lien and Removing a Lien.

### ADD A LIEN

To add a Real Estate Lien, you add the Asset first, then attach the Lien (Refer Lien to the Asset)

#### 1) Add Asset

The screenshot shows the 'Display Instrument' window for instrument # 404860. The instrument is a 'DEED OF TRUST' with a fee of 10.00. The description is 'TEST'. The window includes fields for instrument number, operator, date/time, pages, trans. code, fee, charge code, and description. There are also buttons for 'Done', 'UCC', 'Ref To', 'Ref By', 'Print', 'Print Receipt', 'Print Label', and 'View'.

Delivered to	Name	Type
7/26/2013	TEST	E-Grantlee

#### 2) Add Lien

The screenshot shows the 'Display Instrument' window for instrument # 404861. The instrument is a 'LIEN' with a fee of 10.00. The description is 'TEST'. A 'List Referred To Instruments' window is open, showing a table with one entry: Referenced Instrument 404860, Date 7/26/2013, Time 4:48:26 pm, Tran Code 265. The 'LIEN' instrument is highlighted in yellow. A red arrow points to the 'Ref To' button.

Referenced Instrument	Date	Time	Tran Code
404860	7/26/2013	4:48:26 pm	265

Refer to Instrument with Asset – this will add a 'Referred By' on the Asset instrument.

## RELEASE A LIEN

Based on the steps to **Add a Lien** (above)

Next, Add an Instrument with the Trans code of **Release of Lien**

### Refer to Instrument with Lien

This will add a 'Referred by' flag and a 'Release Flag' on the Lien instrument.  
When you complete this step, the Instrument with the Lien should turn yellow.

For the whole process to work, the Trans Codes (Transaction codes) need to be setup correctly-see below.

## SETUP TRANS CODES IN RECORDING CONTROL

In the Recording Control / Instruments Types

The Lien code for the *Asset or Property*: Lien Code = No Lien

Transaction Code	Transaction Description	Release?	UCC Type	Short Transaction Desc	Cash Code	Default Fee Amount	Lien Code
125	UCC-3 ASSIGNMENT	<input type="checkbox"/>	Old UCC	UCC/ASIGN	01	10.00	Lien on Both
130	UCC-4 INFORMATION	<input type="checkbox"/>	Old UCC	UCC-4	01	10.00	Lien on Both
135	RIGHT OF FIRST REFUSAL	<input type="checkbox"/>	No UCC	FIRST REFU	01	10.00	No Lien
200	DEED	<input type="checkbox"/>	No UCC	DEED	01	10.00	No Lien
201	GIFT DEED	<input type="checkbox"/>	No UCC	GIFT DEED	01	10.00	No Lien
202	DEED OF TRUST CORRECTION	<input type="checkbox"/>	No UCC	DEED CORR	01	10.00	No Lien

Lien code for the *Lien*: Description = Lien  
 Lien Code = Lien on Grantor

Transaction Code	Transaction Description	Release?	UCC Type	Short Transaction Desc	Cash Code	Default Fee Amount	Lien Code
440	NOTICE OF 'LIS PENDENS'	<input type="checkbox"/>	No UCC	LIS PEN	01	10.00	No Lien
450	NOTICE OF LEVY	<input type="checkbox"/>	No UCC	N LEVY	01	10.00	No Lien
499	COUNTY NOTICE (NO FEE)	<input type="checkbox"/>	No UCC	NOTICE	00	0.00	No Lien
500	LIEN	<input type="checkbox"/>	No UCC	LIEN	01	10.00	Lien on Grantor
501	AMENDED NOTICE OF LIEN	<input type="checkbox"/>	No UCC	AMEND LIE	01	10.00	Lien on Grantor
502	AMENDED NOTICE OF TRUSTEE'S	<input type="checkbox"/>	No UCC	AMENDED	01	10.00	No Lien

Lien code for the *Release*: Release flag =  $\checkmark$   
 Description = Release Lien  
 Lien Code = No Lien

Transaction Code	Transaction Description	Release?	UCC Type	Short Transaction Desc	Cash Code	Default Fee Amount	Lien Code
525	RELEASE OF STATE TAX LIEN	<input checked="" type="checkbox"/>	No UCC	RELEASE L	01	10.00	No Lien
535	LIEN, LABOR	<input type="checkbox"/>	No UCC	LABOR LIE	01	10.00	No Lien
540	RELEASE OF LIEN	<input checked="" type="checkbox"/>	No UCC	RELEASE LI	01	10.00	No Lien
545	LIEN, FARM	<input type="checkbox"/>	No UCC	LIEN	01	10.00	No Lien

\*For Judgement and Tax Liens the Lien Code may be Lien on Grantee