

**REPORT OF LIEN SEARCH**

**INSTRUCTIONS FOR PREPARATION**

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| <b>Purpose:</b><br>This form is used to report on various types of lien searches and to annotate the type of lien and the period of the search for any liens against property being offered as security. |  |
| <b>Handbook Reference:</b><br>3-FLP  | <b>Number of Copies:</b><br>Original and one |
| <b>Signatures Required:</b><br>Person completing the lien search.  |  |
| <b>Distribution of Copies:</b><br>Original to case file, copy to person completing lien search.  |  |
| <b>Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A N/A</b>                         |  |

*Part A – Items 1 through 7 completed by FSA.*

| Fld Name / Item No.                         | Instruction   |
|---|---|
| 1A<br>Name                                  | Enter the applicant’s full legal name.  |
| 1B<br>Known as                              | Enter any alias or other name used.   |
| 2<br>Address                                | Enter the mailing address and physical address if different from mailing address.   |
| 3<br>County of Residence                    | Enter the County where residence is located.  |
| 4<br>Records Searched                       | Enter the name of the County and State depending on the type of search being conducted for records searched. (ie., County - liens, mortgages or State – UCC). |
| 5A-5K<br>Types of Lien and Period of Search | Check the appropriate box(es) to indicate the type of lien for which records are being searched and annotate the number of years to be searched.              |
| 6<br>Name of Agency Official                | Enter the name of the Agency Official requesting the lien search.   |
| 7<br>Date                                   | Enter the date Agency Official signs the form requesting the lien search.   |

| Fld Name / Item No. | Instruction |
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***Part B- Items 1 through 19 completed by the attorney or representative.***

|                                    |   |
|------------------------------------|---|
| 1A<br>Type of Lien                 | Enter the instrument relating to the lien search specified in Item 5.   |
| 1B<br>Date Filed                   | Enter the filing date of document in Item 1A.   |
| 1C<br>File or Book and Page Number | Enter the File or Book and Page Number where the recorded instrument is located.  |
| 1D<br>Amount                       | Enter the dollar amount on the instrument listed in Item 1A, if shown on the instrument.  |
| 1E<br>Due Date                     | Enter the maturity or due date of the instrument in Item 1A, if shown.  |
| 1F<br>To Whom Given                | Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.).  |
| 1G<br>Description of Property      | Enter the description of the property offered as security on the instrument listed in Item 1A.  |
| 2<br>Name                          | Enter the person's name conducting the lien search.   |
| 3<br>Title                         | Enter the person's title conducting the lien search.  |
| 4<br>Signature                     | Enter the signature of the person conducting the search.  |
| 5<br>Date                          | Enter the date lien search is completed.  |
| 6<br>Hour                          | Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM.  |
| 7<br>Continuation of Lien Search   | Items 7A through 7G are used to update a previous search from the date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search). |
| 8<br>Name                          | Enter the person's name conducting the lien search.   |
| 9<br>Title                         | Enter the person's title conducting the lien search.  |

| Fld Name /<br>Item No.                              | Instruction  |
|---|--|
| 10<br>Signature                                     | Enter the signature of the person conducting the search.   |
| 11<br>Date  | Enter the date lien search is completed.   |
| 12<br>Hour  | Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM.   |
| 13<br>Continuation<br>of Lien Search                | Items 13A through 13G are used to complete a subsequent update of a previous search from the date and time annotated in Items 11 and 12 above. |
| 14<br>Name  | Enter the person's name conducting the lien search.  |
| 15<br>Title   | Enter the person's title conducting the lien search.   |
| 16<br>Signature                                     | Enter the signature of the person conducting the search.   |
| 17<br>Date  | Enter the date lien search is completed.   |
| 18<br>Hour  | Enter the time the search is completed. (i.e., 3:15 ) and check the box for AM or PM.  |
| 19<br>Remarks                                       | Enter any remarks or comments.   |
| <b><i>Part B - Item 20 is for FSA use only.</i></b> |  |
| 20<br>Address                                       | Enter the address where the completed report, other instruments or documents should be returned.   |