



MARYLAND DEPARTMENT OF NATURAL RESOURCES
 LICENSING AND REGISTRATION SERVICE
MECHANIC'S LIEN CHECKLIST
 Maryland Commercial Law -- Article 16

TO BE COMPLETED BY APPLICANT

Successful bidder:		Auction Company:		Auction Date
Current State Vessel Registration Number	VESSEL Hull Identification Number	Year	Manufacturer	Length
				ft. in.

Charges incurred total:	\$	Most recent invoice date:	
Expenses of sale:	\$	Owner #1 notification mailed:	
Other charges (explain):	\$	Owner #2 notification mailed:	
TOTAL CLAIMED:	\$	Customer notification mailed:	
Vessel excise tax:	\$	Lienholder notification mailed:	
Biennial registration:	\$	# days – lienholder notice to 1 st publication:	
Title fee:	\$	Newspaper – date of 1 st publication:	
TOTAL DUE DNR	\$	# days – 1 st publication to sale date:	
Check #		Newspaper – date of 2 nd publication:	

FOR OFFICE USE ONLY

- Bill was due and unpaid for 30 days
- Lienor is in possession of the property
- Sale location convenient and accessible to public
- Sale held between 10:00 a.m. and 6:00 p.m.
- Auction date matches to notices and publication

Published notice

- Description – year, make, length, registration #
- Contains time, date, place, terms of sale
- Published once a week for two weeks
- 1st published notice ≥ 14 days before sale
- Newspaper of general circulation in the county where sale is held

Documents submitted with application

- Check payable to DNR for tax and fees
- DNR Form B-240 – completed, signed and dated
- Copy of current boat record from state in which vessel is registered or proof of USCG documentation
If unregistered, document research efforts – include tracing or photograph of HIN.
- Photograph of vessel – showing current vessel registration number and any other identifying markings
- Certificate of publication including ad with vessel circled or underlined
- Power of Attorney (if applicable)
- Certified Bill of Sale (amount, date, seller, purchaser)
or when no bidders, auctioneer's certification under penalty of perjury.
- Owner(s) notification – all owners – includes amount due
If service was successful – mailing receipt and signed USPS Form or confirmation from USPS website
If returned undelivered – unopened returned envelope
- Customer notification (when different from owner) – Address correct? Proof of mailing? Copy of notice?
- Lienholder notification (when applicable) – Address correct? Proof of mailing? Copy of notice?
- Invoice affidavit – completed in full – must reflect “charges incurred” above