

**721—45.13(572) Fees and services.**

**45.13(1) *Fee for posting and mailing.*** The following fees shall be charged for posting on the MNLR and for the mailing of notices:

*a.* The fee for posting a notice of commencement of work using the website is \$7. The fee for posting a notice of commencement of work by submitting the notice to the administrator by U.S. mail, facsimile, personal delivery, or courier delivery is \$10.

*b.* The fee for posting a preliminary notice on the MNLR using the website is \$7. The fee for posting a preliminary notice by submitting the notice to the administrator by U.S. mail, facsimile, personal delivery, or courier delivery is \$10.

*c.* The fee for posting a mechanics' lien using the website is \$30. The fee for posting a mechanics' lien by submitting the lien to the administrator by U.S. mail is \$40.

*d.* The fee for mailing a copy of the demand for acknowledgment is \$5 per party's mailing address.

*e.* The fee for mailing a copy of the demand to commence action is \$5 per party's mailing address.

*f.* The fee for posting a correction statement is \$5 to mail a new owner notice.

**45.13(2) *Searching the MNLR.*** A search of the MNLR by index list is available at no cost via the administrator's website. Any person may search the MNLR without registering as an MNLR user. When a search of the MNLR is performed by the administrator, the following fees apply:

*a.* The fee for an MNLR search request is \$5. The search will only be performed if an MNLR number is provided by the requester. Other than by MNLR number, no other search will be performed by the administrator. The request may be made by verbal communication, on paper, by facsimile, or by email. The search provides the requester with a copy of the summary of postings for the provided MNLR number and an estimate of the cost to obtain a paper copy of the documents listed on the summary of postings.

*b.* The fee for a paper copy of a document posted on the MNLR is:

(1) \$1 per page, delivered by U.S. mail.

(2) \$2 per page, delivered by facsimile machine.

Documents will not be delivered via email.

**45.13(3) *Public records services.*** Public records services are provided on a nondiscriminatory basis to any member of the public on the terms described in these rules. The following fees shall be charged for obtaining copies of MNLR documents and copies of data from the MNLR information management system, as generated and provided by the administrator, by the following methods:

*a.* Paper copies of individual documents. The requester must provide the MNLR document number.

(1) U.S. mail delivery — \$1 per page.

(2) Facsimile delivery — \$2 per page.

Documents will not be delivered via email.

*b.* Data download.

One-time full extract of data for a calendar year via download: up to \$1,000 per year. In addition to the purchase of the download, a requester for full data extract may purchase a copy of all PDF images of postings for the calendar year for 4 cents per document.

**45.13(4) *Methods of payment.*** Fees for posting, mailing, and searching rendered by the administrator may be paid to the administrator by the following methods:

*a.* Check. Checks made payable to administrator, including checks in an amount to be filled in by the administrator but not to exceed a particular amount, will be accepted for payment if they are cashier's checks or certified checks drawn on a bank acceptable to the administrator or if the drawer is acceptable to the administrator.

*b.* Electronic funds transfer. The administrator may accept payment via electronic funds transfer under National Automated Clearing Housing Association (NACHA) rules from persons who have entered into appropriate NACHA-approved arrangements for such transfers and who authorize the relevant transfer pursuant to such arrangements and rules.

*c.* Accounts receivable. Payment for services shall be in accordance with rule 721—2.3(17A).

*d.* Credit card. The administrator may accept payments made by credit card issued by an approved credit card issuer.

**45.13(5)** *Receipt of required fees verified.*

*a.* A receipt of the required fee must be verified by the administrator to post to the MNLR. The administrator may reject a submission or posting; or post a withdrawal statement on the MNLR if the administrator is notified of insufficient funds, a disputed credit card charge, or other failure. A posting rejected for insufficient funds shall be identified as such by the administrator on the MNLR. If a posting is withdrawn by the administrator for failure to pay the required fee, the MNLR document number will be unavailable to select for posting a mechanic's lien; the original posting with funds verified may be reposted by the MNLR user.

*b.* In order for the administrator to provide a requested copy of an MNLR search or public record, receipt of the required fee must be verified by the administrator.

**45.13(6)** *Overpayment and underpayment policies.*

*a.* The administrator shall refund the amount of an overpayment exceeding \$15, less the administrative cost of processing a refund.

*b.* Upon receipt of a submission with an insufficient fee, the administrator shall return the document as provided in rule 721—45.14(572). A refund of partial payment may be included with the document or delivered under separate cover.

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