

Enterprise - NTO (Notice to Owner)

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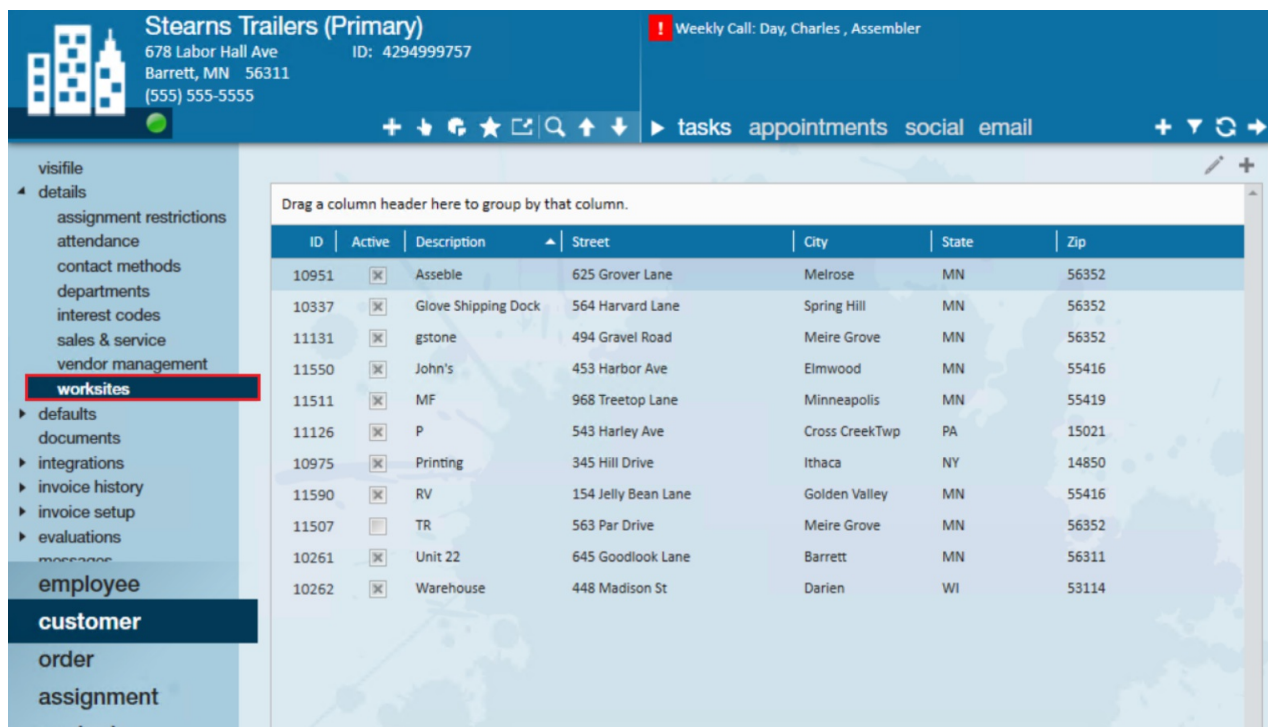
What is a NTO?

Notice to Owner documents are used to protect your lien rights as a staffing company and can help ensure you get paid on every job.

Within the light industrial world there may be times where staffing companies may need to track a Notice to Owner (NTO) on anyone who supplies labor or services to a contractor on construction jobs. Sending the NTO can protect the rights of the staffing company to ensure they are paid for the construction project. Users typically will utilize the NTO section of TempWorks to make sure that the company who issued the NTO has been paid by the contractors.

To Setup an NTO

To set up the NTO, navigate to your customer and select 'worksites' underneath the 'details' drop-down of the customer record. Here, you may add or edit a worksite:



The screenshot displays the TempWorks software interface for a customer record. The customer is 'Stearns Trailers (Primary)' located at 678 Labor Hall Ave, Barrett, MN 56311, with phone number (555) 555-5555 and ID 4294999757. A notification for a 'Weekly Call: Day, Charles, Assembler' is visible. The left sidebar shows a navigation menu with 'worksites' highlighted. The main content area displays a table of worksites with columns for ID, Active status, Description, Street, City, State, and Zip.

ID	Active	Description	Street	City	State	Zip
10951	<input checked="" type="checkbox"/>	Asseble	625 Grover Lane	Melrose	MN	56352
10337	<input checked="" type="checkbox"/>	Glove Shipping Dock	564 Harvard Lane	Spring Hill	MN	56352
11131	<input checked="" type="checkbox"/>	gstone	494 Gravel Road	Meire Grove	MN	56352
11550	<input checked="" type="checkbox"/>	John's	453 Harbor Ave	Elmwood	MN	55416
11511	<input checked="" type="checkbox"/>	MF	968 Treetop Lane	Minneapolis	MN	55419
11126	<input checked="" type="checkbox"/>	P	543 Harley Ave	Cross CreekTwp	PA	15021
10975	<input checked="" type="checkbox"/>	Printing	345 Hill Drive	Ithaca	NY	14850
11590	<input checked="" type="checkbox"/>	RV	154 Jelly Bean Lane	Golden Valley	MN	55416
11507	<input type="checkbox"/>	TR	563 Par Drive	Meire Grove	MN	56352
10261	<input checked="" type="checkbox"/>	Unit 22	645 Goodlook Lane	Barrett	MN	56311
10262	<input checked="" type="checkbox"/>	Warehouse	448 Madison St	Darien	WI	53114

Select the worksite for which you'd like to add the NTO tracking information:

NTO:

- **Qualified**- Select whether this project has been redeemed as a qualified entity by the State Department of Housing and Community Development or have directly contacted the owner with evidence to support the project. If selected, job amount, date filed, and release date will be available for users to enter.
- **Private**- Select this option if it will be a private project vs. a public project
- **Reason Code**- Please work with TempWorks to customize this drop-down menu
- **Job Amount**- Enter the estimated dollar amount of the project
- **Date Filed**- Enter the date the project was filed
- **Release Date**- Enter the date when the NTO was released

Notes Place detailed information or notes in correlation with the project

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