

NOTICE OF INTENT TO RECORD A CLAIM OF LIEN

Date: [Date]

Property Address: [Property Address]

Homeowner Name: [Homeowner Name]

RE: NOTICE OF DELINQUENT ASSESSMENT AND IMPENDING LIEN

Dear [Homeowner Name],

This letter serves as formal notice that your account with [Homeowners Association Name] is currently past due. As of [Date], the total amount owed is \$[Total Amount].

The balance is broken down as follows:

- Past Due Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- Administrative/Legal Costs: \$[Amount]

IMPORTANT: If full payment is not received within [Number of Days, e.g., 30] days from the date of this notice, the Association intends to record a Claim of Lien against your property in the public records of [County Name] County. Once a lien is recorded, the Association may proceed with further legal action, including foreclosure, to recover the debt.

Please remit payment to the following address:

[Association Name or Management Company]

[Mailing Address]

[City, State, Zip Code]

If you believe there is an error regarding your account balance or if you wish to discuss a payment plan, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title, e.g., Board President or Property Manager]

[Homeowners Association Name]