

Date: [Insert Date]

To: [Title Company/Closing Agent Name]

Attention: [Contact Person]

Email/Fax: [Insert Contact Info]

RE: FINAL CLOSING VERIFICATION OF ASSOCIATION DUES

Property Address: [Insert Full Property Address]

Seller(s): [Insert Seller Names]

Buyer(s): [Insert Buyer Names]

Closing Date: [Insert Scheduled Closing Date]

To Whom It May Concern,

This letter serves as the formal verification of the Homeowners Association (HOA) account status for the aforementioned property. As of the date of this letter, the financial standing is as follows:

- **Current Monthly/Annual Dues:** \$[Amount]
- **Status of Account:** [Current / Delinquent]
- **Outstanding Balance:** \$[Amount]
- **Special Assessments:** \$[Amount or "None"]
- **Transfer/Capital Contribution Fees:** \$[Amount]
- **Other Fees (Lien/Legal):** \$[Amount]

Total Amount Required for Clear Title: \$[Total Amount]

Please make checks payable to: **[Insert HOA Name]**

Remit payment to the following address:

[Insert HOA Remittance Address]

[City, State, Zip Code]

This payoff figure is valid through [Insert Expiration Date]. Please contact our office immediately if the closing date is postponed beyond this period, as additional late fees or interest may accrue.

Sincerely,

[Signature]

[Printed Name]

[Title: HOA Treasurer/Property Manager]

[Phone Number]

[HOA Name/Management Company Name]