

[Date]

[HOA Name or Management Company]

[Address]

[City, State, Zip Code]

RE: Request for Homeowners Association (HOA) Dues Statement

Property Address: [Property Address]

Borrower Name(s): [Borrower Name(s)]

Loan Number: [Loan Number]

To Whom It May Concern,

In connection with a mortgage transaction for the above-referenced property, [Lender Name] requests a formal statement of account regarding the Homeowners Association dues.

Please provide the following information:

- Current monthly/quarterly assessment amount.
- Date through which dues are currently paid.
- Total amount of any past due balances, late fees, or assessments.
- Any pending or approved special assessments.
- Contact information for payment delivery.

Please forward the requested documentation via email to [Email Address] or via fax to [Fax Number] no later than [Date].

If there are any fees associated with providing this statement, please notify us immediately.

Thank you for your prompt assistance.

Sincerely,

[Your Name/Representative Name]

[Title]

[Lender Name]

[Phone Number]