

NOTICE OF INTENT TO RECORD A LIEN

Date: [Date]

Sent via: Certified Mail, Return Receipt Requested

To:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: Notice of Delinquent Association Dues and Intent to File Lien

Property Account Number: [Account Number]

Dear [Homeowner Name],

This letter serves as formal notice that you are seriously delinquent in the payment of your assessments to the [Homeowners Association Name]. As of [Date], your account shows a total past-due balance of **[\$[Total Amount Owed]]**.

This balance includes the following:

- Past Due Assessments: **[\$[Amount]]**
- Late Fees: **[\$[Amount]]**
- Interest: **[\$[Amount]]**
- Collection/Attorney Costs: **[\$[Amount]]**

Failure to remit the full payment within [Number, e.g., 30] days of the date of this notice will result in the Association filing a formal **Notice of Lien** against your property title with the [County Name] Recorder's Office. A lien is a legal claim against your property that may prevent you from selling or refinancing until the debt is satisfied.

Furthermore, if the debt remains unpaid after the lien is recorded, the Association may proceed with further legal action, which may include a lawsuit for a money judgment or the foreclosure of your property to satisfy the lien.

Please make your check or money order payable to **[Homeowners Association Name]** and mail it to:

[Payment Mailing Address]

[City, State, Zip Code]

If you believe this notice is in error or if you wish to discuss a payment plan, please contact [Management Company Name or Board Member Name] immediately at [Phone Number] or [Email Address].

Governing yourself accordingly,

[Signature]

[Printed Name]

[Title: e.g., Board President / Property Manager]

[Homeowners Association Name]