

FINAL DEMAND NOTICE

Date: [Insert Date]

To:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

From:

[HOA Name]

[Board of Directors/Management Company Address]

[Phone Number]

RE: NOTICE OF DELINQUENT ASSESSMENT AND INTENT TO FILE LIEN

Dear [Homeowner Name],

This letter serves as a final formal demand for payment of your overdue Homeowners Association (HOA) dues. Our records indicate that your account is currently past due in the amount of \$[Total Amount Owed].

Despite previous notices, we have not received the required payment. The breakdown of your balance is as follows:

- Unpaid Assessments: \$[Amount]
- Late Fees: \$[Amount]
- Interest: \$[Amount]
- Administrative/Legal Costs: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please be advised that this is your final notice. If the full balance is not received within [Number of Days, e.g., 10] days of the date of this letter, the Association will take the following actions:

1. Record a formal Notice of Lien against your property.
2. Turn your account over to a collection agency or legal counsel.
3. Initiate legal proceedings, which may include foreclosure.
4. Suspend your rights to use community amenities.

All additional legal fees and administrative costs incurred during the collection process will be added to your account balance.

To prevent further action, please remit payment immediately to the address listed above. If you have already sent payment, please provide proof of payment to our office so we may update our records.

Sincerely,

[Your Name/Signature]

[Title/Position]

[HOA Name/Management Company Name]