

## **FINAL DEMAND NOTICE - INTENT TO FORECLOSE / FILE LIEN**

Date: [Insert Date]

Recipient Name: [Insert Homeowner Name]

Property Address: [Insert Property Address]

Account Number: [Insert Account Number]

Dear [Insert Homeowner Name],

This letter serves as formal and final notice that your account with [Insert HOA Name] is seriously delinquent. As of [Insert Date], your total balance due is **\$\$[Insert Total Amount]**.

Despite previous notifications, we have not received the required payment. This balance includes:

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

### **REQUIRED ACTION:**

To avoid further legal action, you must remit the full payment of \$\$[Insert Total Amount] by [Insert Deadline Date]. Payment should be made payable to [Insert HOA Name] and sent to:

[Insert Payment Address]

[Insert City, State, Zip]

### **FAILURE TO COMPLY:**

If payment is not received by the deadline stated above, the Association will exercise its rights under the CC&Rs and state law. This may include, but is not limited to:

- Filing a formal Assessment Lien against your property title.
- Initiating foreclosure proceedings to sell the property to satisfy the debt.
- Filing a lawsuit for a personal money judgment.
- Suspension of rights to use community amenities.

Please note that any additional legal fees or court costs incurred during this process will be added to your account balance.

If you believe this amount is in error or if you wish to request a payment plan, you must contact [Insert Contact Person/Management Company Name] immediately at [Insert Phone Number].

Governing yourself accordingly,

[Your Signature]

[Your Printed Name]

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

[Insert HOA Name]