

## NOTICE OF INTENT TO RECORD A LIEN

Date: [Date]

[Homeowner Name]  
[Property Address]  
[City, State, Zip Code]

RE: Notice of Delinquent Assessments - [Property Address/Account Number]

Dear [Homeowner Name],

This letter serves as formal notice that your account with [Name of Homeowners Association] is currently delinquent. As of [Date], the total amount owed is \$[Total Amount Owed].

This balance consists of the following:

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

Failure to pay the full amount listed above within [Number, e.g., 30] days of the date of this letter will result in the Association filing a formal Claim of Lien against your property with the [County Name] County Recorder's Office.

A lien is a legal claim against your property which may prevent you from selling or refinancing until the debt is satisfied. Furthermore, the Association may pursue additional legal action, including foreclosure, to recover the unpaid balance, which will result in further legal fees and costs added to your account.

Please remit payment immediately to the address below:

[HOA Name or Management Company]  
[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 [Name/Department] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Signature]  
[Printed Name]  
[Title, e.g., Board President / Property Manager]  
[Homeowners Association Name]