

**DATE:** [Current Date]

**TO:**

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

**RE: PRE-LIEN FINAL NOTICE - NOTICE OF INTENT TO RECORD A LIEN**

Dear [Homeowner Name],

This letter serves as formal notice that your account with [Association Name] is seriously delinquent. As of [Date], your account has an outstanding balance of **\$(Total Amount Due)**.

Despite previous notifications, we have not received the required payment. Please be advised that if the full balance is not paid within [Number, e.g., 10 or 30] days from the date of this letter, the Association will initiate the process of recording a formal Assessment Lien against your property title.

**Itemized Breakdown of Amount Owed:**

- Past Due Assessments: **\$(Amount)**
- Late Fees: **\$(Amount)**
- Interest: **\$(Amount)**
- Collection/Attorney Costs: **\$(Amount)**
- **TOTAL DUE: \$(Total Amount)**

Recording a lien is a serious legal action that may result in additional legal fees, damage to your credit score, and potential foreclosure proceedings to recover the debt.

To prevent this action, please remit payment in full immediately. Payments should be sent to:

[Association or Management Company Name]

[Payment Mailing Address]

[City, State, Zip Code]

If you believe there is an error regarding this balance, or if you wish to discuss a payment plan, you must contact [Contact Name/Department] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Signature]

[Printed Name]

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

[Association Name]