

## **FINAL NOTICE OF INTENT TO RECORD A CLAIM OF LIEN**

Date: [Insert Date]

Via: Certified Mail, Return Receipt Requested

To: [Homeowner Name]

[Property Address]

[City, State, Zip Code]

Re: Notice of Delinquent Association Dues for [Association Name]

Dear [Homeowner Name],

This letter serves as formal statutory notice that you are seriously delinquent in your assessments to [Association Name]. As of [Date], your account shows an outstanding balance of \$[Total Amount Owed].

The total amount due is broken down as follows:

- Unpaid Assessments: \$[Amount]
- Interest: \$[Amount]
- Late Fees: \$[Amount]
- Costs of Collection/Attorney Fees: \$[Amount]

Failure to pay the full amount listed above within [Number, e.g., 30 or 45] days from the date of this letter will result in the Association filing a Claim of Lien against your property in the public records of [County Name].

Once a lien is recorded, the Association may proceed with a foreclosure action against your property to collect the debt, which may result in the loss of your home. You will also be responsible for any additional legal fees and court costs incurred during that process.

Please remit payment immediately to the following address:

[Association Name or Management Company]

[Payment Address]

[City, State, Zip Code]

If you believe this notice is in error or if you wish to discuss a payment plan, you must contact [Name/Department] at [Phone Number] immediately.

Sincerely,

[Signature]

[Printed Name]

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