

FINAL NOTICE OF INTENT TO SUE

Date: [Insert Date]

To: [Homeowner Name]
Address: [Property Address]
City, State, Zip: [City, State, Zip]

From: [HOA Name]
Address: [HOA Mailing Address]
Phone: [Phone Number]

RE: NOTICE OF DELINQUENT ASSESSMENT AND INTENT TO FILE LAWSUIT

Dear [Homeowner Name],

This letter serves as formal and final notice that your account with [HOA Name] is severely delinquent. Despite previous notifications, our records indicate that you have failed to pay the outstanding balance of assessments, late fees, and interest owed to the Association.

Account Summary:

- Past Due Assessments: \$[Amount]
- Late Fees and Penalties: \$[Amount]
- Interest: \$[Amount]
- Legal/Administrative Costs: \$[Amount]
- **TOTAL AMOUNT DUE: \$[Total Amount]**

Failure to remit the full payment of \$[Total Amount] by [Deadline Date, e.g., 10 days from date of letter] will result in the Association taking immediate legal action against you. This action may include, but is not limited to:

1. Filing a formal lawsuit in civil court to obtain a money judgment.
2. Recording a lien against your property.
3. Initiating foreclosure proceedings.
4. Garnishment of wages or seizure of bank accounts following a judgment.

If legal action is initiated, you will be responsible for all additional court costs, process server fees, and reasonable attorney fees incurred by the Association, which will significantly increase the balance you owe.

Please remit payment in full to the address listed above or contact [Contact Person/Department] at [Phone Number] immediately to discuss a payment plan. If payment has already been sent, please disregard this notice.

Governing yourself accordingly,

Sincerely,

[Signature]

[Printed Name]

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

[HOA Name]