

## NOTICE OF INTENT TO INITIATE LEGAL ACTION

Date: [Insert Date]  
From: [HOA Name]  
[HOA Address]  
[City, State, Zip Code]

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

### **RE: Notice of Delinquent Account and Intent to File Lawsuit**

Dear [Homeowner Name],

This letter serves as formal notice that your account with [HOA Name] is severely delinquent. As of [Date], our records indicate a total outstanding balance of \$[Total Amount Owed].

This balance includes:

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

Despite previous notifications, we have not received the required payment. Please be advised that if the full amount is not paid by [Deadline Date], the Association is prepared to initiate formal legal proceedings against you without further notice.

Legal action may result in:

- A personal judgment against you for the full debt.
- The foreclosure of the Association's lien against your property.
- Garnishment of wages or seizure of bank accounts.
- Responsibility for all additional attorney fees and court costs.

To prevent this action, you must remit payment in full or contact [Contact Name/Management Company] at [Phone Number] by [Deadline Date] to discuss a formal payment plan.

Please govern yourself accordingly.

Sincerely,

[Signature]  
[Printed Name]

[Title/Board Position]  
[HOA Name]