

FINAL NOTICE

Date: [Insert Date]

Property Address: [Insert Property Address]

To: [Homeowner Name]

[Mailing Address if different from Property Address]

Dear [Homeowner Name],

This is a formal final notice regarding the unpaid Homeowners Association (HOA) dues for the property located at [Insert Property Address].

As of [Insert Date], our records indicate that your account remains delinquent. Despite previous notifications, we have not received payment for the outstanding balance listed below:

- Past Due Amount: \$[Amount]
- Late Fees: \$[Amount]
- Interest/Other Charges: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please be advised that this is your final opportunity to resolve this debt voluntarily. If the full balance of \$[Total Amount] is not received by [Insert Deadline Date], the Association will take further action to collect the debt. This may include, but is not limited to:

- Suspension of community amenity privileges.
- Recording a formal lien against your property.
- Referring your account to a collection agency.
- Commencing legal proceedings through our attorneys.

Please note that any costs associated with legal or collection actions will be added to your account balance.

If you have already sent your payment, please disregard this notice. If you wish to discuss a payment plan or if you believe there is an error in your account, please contact the HOA Board or Management Office immediately at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Name of Representative]

[Title, e.g., HOA President or Property Manager]

[HOA Name]