

NOTICE OF INTENT TO RECORD A LIEN

Date: [Current Date]

TO:

[Homeowner Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF DELINQUENT ASSESSMENT AND INTENT TO LIEN

Property Address: [Property Address]

Account Number: [Account Number]

Dear [Homeowner Name],

This letter serves as formal notice that your Homeowners Association (HOA) dues for the property located at [Property Address] are seriously past due. As of [Date], your account has an unpaid balance of \$[Total Amount Owed].

Itemized Breakdown of Amount Owed:

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

Failure to pay the full amount listed above within [Number of Days, e.g., 30] days from the date of this notice will result in the [Association Name] recording a Notice of Lien against your property with the [County Name] County Recorder's Office.

A lien is a legal claim against your property. Once recorded, it may prevent you from selling or refinancing your home until the debt is satisfied. Furthermore, the Association may authorized the commencement of foreclosure proceedings to recover the delinquent amounts, which could result in the loss of your home.

To avoid the filing of a lien, please submit your payment in full to the following address:

[Association or Management Company Name]

[Payment Mailing Address]

[City, State, Zip Code]

If you believe there is an error in your account or if you wish to discuss a payment plan, please contact our office immediately at [Phone Number] or [Email Address].

Please govern yourself accordingly.

Sincerely,

[Name of Sender]

[Title/Position]

[Association or Management Company Name]