

DATE: [Insert Date]

TO: Board of Directors / Property Manager
[Name of Homeowners Association]
[HOA Address]
[City, State, Zip Code]

RE: Notice of Foreclosure and Change of Management/Ownership

Property Address: [Insert Full Property Address]
Parcel/Account Number: [Insert APN or HOA Account Number]

Dear Board of Directors,

Please be advised that as of [Date of Sale/Transfer], [Name of Financial Institution/Bank] has acquired title to the property referenced above through a foreclosure sale.

Effective immediately, [Name of Management Company/Entity] has assumed management responsibilities for this property. All future correspondence, including assessment billings, violation notices, and maintenance requests, should be directed to:

[Name of Management Company/Contact Person]
[Mailing Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

We request that you provide a current statement of account reflecting any outstanding balances, including monthly assessments, late fees, or legal costs associated with this property. Furthermore, please provide a copy of the Association's governing documents (CC&Rs, Bylaws, and Rules) if they are not already publicly recorded.

Please update your records to ensure that all future invoices and legal notices are sent to the management address listed above. Thank you for your cooperation in this transition.

Sincerely,

[Signature]
[Printed Name]
[Title/Department]
[Name of Financial Institution or Management Firm]