

[Title Company Name]
[Address]
[City, State, Zip]
[Phone Number]

[Date]

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

RE: Welcome to [Homeowners Association Name]

Dear [Homeowner Name],

Congratulations on the purchase of your new home! As your closing agent, we would like to officially welcome you to the [Homeowners Association Name] community.

In accordance with your recent closing, your initial HOA dues and initiation fees have been collected and forwarded to the association. Please find the important community details below:

- **Management Company:** [Management Company Name]
- **Contact Person:** [Contact Name/Property Manager]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]
- **Website:** [HOA Website URL]

Assessment Information:

Your regular assessments are [Amount] and are due [Monthly/Quarterly/Annually]. The next payment will be due on [Date]. Please contact the management company listed above to set up your online payment portal or to request payment coupons.

Governing Documents:

As a member of this HOA, you are subject to the Covenants, Conditions, and Restrictions (CC&Rs). You should have received a copy of these documents during your closing. Please review them carefully regarding architectural changes, parking, and landscaping rules.

Should you have any questions regarding your title insurance or the closing process, please feel free to contact us.

Sincerely,

[Agent Name]

[Title]

[Title Company Name]