

## NOTICE OF INTENT TO RECORD A CLAIM OF LIEN

Date: [Insert Date]

Via: [Insert Method, e.g., Certified Mail]

**TO:**

[Homeowner Name]

[Mailing Address]

[City, State, Zip Code]

**RE: Property Address:** [Insert Property Address]

**HOA Account Number:** [Insert Account Number]

Dear [Homeowner Name],

This letter serves as formal notice from the [Name of Homeowners Association] that your account is currently delinquent. According to our records, you have failed to pay the required assessments and related charges for the property listed above.

As of [Date], the total amount due is **#[Insert Amount]**. This balance includes the following:

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

**PLEASE TAKE NOTICE** that if the full amount listed above is not paid within [Number, e.g., 30] days of the date of this notice, the [Name of Homeowners Association] intends to file a Claim of Lien against your property in the public records of [County Name] County.

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 a foreclosure action to satisfy this lien, which could result in the loss of your property.

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

[HOA Name or Management Company]

[Payment Address]

[City, State, Zip Code]

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

Sincerely,

[Your Name/Signature]

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

[Name of Homeowners Association]