

[Date]

[HOA Board Name]

[HOA Mailing Address]

[City, State, Zip Code]

Re: Notice of Intent to List - [Property Address]

Dear HOA Board Members,

I am writing to formally introduce myself as the real estate professional representing [Homeowner Name(s)] in the upcoming sale of their property located at [Property Address].

My goal is to ensure a smooth transition for both the sellers and the future residents while maintaining the standards of the [Community Name] association. To provide accurate information to potential buyers and their lenders, I am requesting the following information or the contact details of the appropriate management representative to assist with:

- Current HOA Declaration, Bylaws, and Rules & Regulations.
- Current monthly dues and any pending special assessments.
- The process for ordering a Resale Certificate or Estoppel Letter.
- Any specific signage rules for "For Sale" or "Open House" signs.

I have attached a signed authorization from the homeowners permitting me to receive this information on their behalf. If there are any specific community highlights or recent improvements you would like me to emphasize to prospective buyers, please feel free to share them.

Thank you for your time and for your dedication to the community. I look forward to working with you.

Sincerely,

[Your Name]

[Your License Number]

[Your Brokerage Name]

[Your Phone Number]

[Your Email Address]