**ABC HOMEOWNERS ASSOCIATION**

**PRE-LIEN NOTICE**

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_

**To**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name and Address of Homeowner)

**RE: Notice of Delinquent Assessments**

Dear Mr. Smith ,

I am writing to you as the property owner of (Address of Homeowner) and a member of the ABC Homeowners Association. As directed by the Board of Directors, I am providing official notice of delinquent assessments. Our records show that your unpaid association dues are as follows:

 Unpaid assessment dues from the period of \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_: $\_\_\_\_\_\_\_\_\_\_\_\_

 Unpaid late charges to date: $ \_\_\_\_\_\_\_\_\_\_\_\_

 Unpaid interest charges to date: $ \_\_\_\_\_\_\_\_\_\_\_\_

Collection agency costs and attorney fees: $ \_\_\_\_\_\_\_\_\_\_\_\_

 **Total Amount Owed:** $ \_\_\_\_\_\_\_\_\_\_\_\_

Your obligation to pay the delinquent assessment dues begins immediately. The full amount must be paid within \_\_\_\_ days after receipt of this pre-lien notice. If you have already settled the amount prior to receiving this pre-lien notice, please send proof of payment to the association within \_\_\_\_ days.

If you have any questions or concerns, please direct them to the ABC Homeowner Association’s legal representative:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: (Name and Title) ,

**ABC Homeowners Association**