

ASSOCIATION

ADDRESS

DATE

Homeowner's Name
Mailing Address
City, State Zip

Re: Homeowner's Name
Property Address

NOTICE OF UNPAID DUES & ASSESSMENTS

Dear Homeowner:

According to our records, you are **sixty days** or more past due in the payment of your Association dues. As of today our records indicate that you have a past due balance on your account of \$_____; we have enclosed a copy of your current statement for your review. Under the HOA Covenants and By-laws, failure to pay the assessed HOA dues on time will result in a **10% late fee and the accrual of interest on the overdue balance.**

If there is a reason that you are withholding payment or if you are experiencing some financial hardship, please contact the Association to discuss the matter. If you do not make immediate payment or contact our office to discuss this matter within **ten (10) days**, your account will be turned over to the Association's attorney to record a lien on the property and to pursue further collection activities. In that case, you will be responsible for all costs and expenses, including attorneys' fees, incurred by the Association.

We urge you to make full payment immediately or contact our office to avoid further collection action. Thank you.

Sincerely,

Board of Directors of **ASSOCIATION**

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