**NOTICE OF INTENT  
TO RECORD A CLAIM OF LIEN**

RE: Unit # of

Name of association

The following amounts are currently due on your account to:

 , and must be paid within 45 days after your

Name of association

receipt of this letter. This letter shall serve as the association’s notice of intent to record a Claim of Lien against your property no sooner than 45 days after your receipt of this letter, unless you pay in full the amounts set forth below:

|  |  |
| --- | --- |
| $0,000.00 | Maintenance fees due  Dates |
| $0,000.00 | Late fees |
| $0,000.00 | Interest\* through  Dates |
| $0,000.00 | Certified mail charges  Dates |
| $0,000.00 | Other costs |
| $0,000.00 | TOTAL OUTSTANDING |

\* Interest accrues at the rate of 18% per annum.

Please remit payment to:

Name of association

Address

City, State & Zip

**By:**

Dated: