

## HOA Demand Letter Template

### Example 1: Demand for unpaid HOA dues

This letter is typically sent after initial late notices have been ignored and clearly states the outstanding amount and consequences for non-payment.

**[Date]**

**[Homeowner Name(s)]**

**[Homeowner Address]**

**[City, State, ZIP]**

**Subject:** Demand for Payment of Delinquent Association Dues for [Property Address]

Dear **[Homeowner Name(s)]**,

This letter serves as a formal demand for payment of your delinquent homeowner's association dues. According to our records, your account for the property at **[Property Address]** shows an outstanding balance of **[Total Amount Due]**.

This amount consists of the following charges:

- **[Date]** - Unpaid Dues: **[Amount]**
- **[Date]** - Late Fee: **[Amount]**
- **[Date]** - Interest Charge: **[Amount]**
- **[Date]** - Unpaid Dues: **[Amount]**
- **[Add other charges as applicable]**

Per the association's governing documents, specifically **[Reference Section of CC&Rs or Bylaws]**, you are required to pay your dues by the **[Day]** of each **[Month/Quarter/Year]**. Despite previous communications, this balance remains outstanding.

**Demand for Action:**

You must remit the full payment of **[Total Amount Due]** within **[Number]** days of the date of this letter. Payments can be made to **[HOA Name]** by **[Specify payment methods, e.g., online portal, check]** and should be sent to the following address: **[HOA Payment Address]**.

**Consequences for Non-Payment:**

Failure to remit full payment by **[Date of Deadline]** will result in further action by the association, which may include:

- Filing a lien against your property.
- The suspension of community privileges.
- Pursuing legal action for the collection of the debt, with all related fees and costs added to your balance.

If you believe this letter has been sent in error, please provide proof of payment, such as a cancelled check or transaction receipt, to the association's office within **[Number]** days to resolve this discrepancy.

We prefer to resolve this matter amicably and look forward to your prompt payment.

Sincerely,

**[Your Name]**

**[Your Title, e.g., HOA Board President]**

**[HOA Name]**

**[HOA Phone Number]**

**[HOA Email Address]**

## Example 2: Demand for resolution of a property violation

This letter outlines a specific rule violation and the required steps for the homeowner to become compliant.

**[Date]**

**[Homeowner Name(s)]**

**[Homeowner Address]**

**[City, State, ZIP]**

**Subject:** Demand for Action Regarding Violation of Covenants at [Property Address]

Dear **[Homeowner Name(s)]**,

This letter is a formal notice regarding a violation of the **[HOA Name]**'s Declaration of Covenants, Conditions, and Restrictions (CC&Rs). On **[Date of Observation]**, it was observed that your property at **[Property Address]** is in violation of the following rule:

- **[Specify the violation, e.g., "Failure to maintain landscaping, Section 5.1 of the CC&Rs"]**
- **[Add a clear, factual description of the issue, e.g., "The grass in the front yard is dead and overgrown, and several bushes along the driveway are unkempt."]**

**Demand for Action:**

You must correct this violation and bring your property into compliance within **[Number]** days of the date of this letter. This will require **[Describe specific corrective action, e.g., "replacing the dead grass and pruning the bushes."]**.

**Consequences for Non-Compliance:**

Failure to correct the violation by **[Date of Deadline]** will result in the following actions:

- Issuance of fines of **[Fine Amount]** per **[Day/Week]** until the violation is cured.
- The association taking action to correct the violation and billing you for the cost, which will be added to your account balance.
- The possible suspension of common area privileges.

If you believe you have received this notice in error or have already corrected the violation, please contact the HOA board at **[HOA Phone Number]** or **[HOA Email Address]** within **[Number]** days to discuss this matter.

Sincerely,

**[Your Name]**

**[Your Title, e.g., Property Manager]**

**[HOA Name]**

**[HOA Phone Number]**

**[HOA Email Address]**