

Free HOA Closing Letter Template

Date

HOA's Name

To whom it may concern.

Closing Date:

Name of the seller:

Address of the property:

Here is the status update of the account to this date:

(Amount of money) due for the (year/month) is due/paid.

(Amount of money) to be collected for the (year/month).

(Amount) HOA Transfer fees.

(Amount) Clearance letter fees.

(Amount) total due to _____.

(Amount) of working capital to be transferred between buyer and seller).

Verified by (Name)

Signature

(Designation)