

HOMEOWNERS ASSOCIATION LETTER

To: _____

Sender Information:

Homeowner's Full Name: _____

Property Address: _____

Phone/Email: _____

Recipient Information:

HOA Board or Management Company Name: _____

Address: _____

Phone/Email: _____

Subject:

Request for Information and Confirmation of Account Status

Dear Board Members / Management:

I am writing to request formal confirmation of my account status with the Homeowners Association (HOA) for the property identified above. Please provide the following information in writing:

- Current balance owed, including any fees, fines, or assessments.
- A detailed statement of all charges and payments applied to the account.
- Confirmation that my account is in good standing or details on any delinquencies.
- Information regarding any pending or upcoming assessments or fees.
- The HOA's official contact information for billing and account inquiries.
- Procedures for dispute resolution or payment arrangements, if applicable.

Thank you for your prompt attention to this matter. I look forward to receiving the requested information to ensure my records are accurate and to maintain good standing with the Association.

Sincerely,

Homeowner's Signature: _____

Print Name: _____

Date: _____

Legal Disclaimer and Acknowledgment:

This letter serves as a formal request and acknowledgment between the Homeowner and the Homeowners Association under applicable United States law. The information provided in response to this request shall be accurate and timely to the best knowledge of the HOA. Failure to provide requested information may be considered a breach of the HOA's duties as established in governing documents and state law. The Homeowner retains all rights and remedies available under contract, statutory, and regulatory provisions.

For HOA Use Only:

Account Manager Name: _____
Date Response Sent: _____
Comments: _____

Homeowner's Signature

HOA Official Signature

Signature: _____

Signature: _____

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