

**PropertyWize LLC**  
10 Gerard Ave, Suite 203  
Lutherville-Timonium, MD 21093



Return Service Requested

[Recipient\_Address]

[[Current\_Date]]

Dear [[Homeowner\_First\_Name]],

Upon review of your payment history it has become apparent that you are behind on HOA dues. In order for our community to continue to function and provide common services, dues are required to be paid by all homeowners each year. We show that you are delinquent for more than 1 month. Our collection policy is to submit all delinquent owners over to the collection attorney after 3 months of no payments. Please remit dues in the amount of [[Statement\_Balance]] before [[Current\_Month]] 25th, .

Our HOA has an obligation to ensure that payments have been received from all HOA members who reside within the neighborhood. In the event that dues remain unpaid, per the declarations of \_\_\_\_\_, the HOA collection agency will pursue liens on individual homes to ensure collection of delinquent dues. If you feel that our records are in error, please send a copy of a cancelled check for the payment that was made and we will correct the error. If you have any other concerns regarding this matter, please contact one of us.

You can now pay directly online by logging into your online portal: <https://propertywize.managebuilding.com/Resident/apps/tenant/login>

Or Remit a check to directly to PropertyWize, LLC 10 Gerard Ave Suite 203 Lutherville, Timonium, MD 21093.

Please note August will be the last month you can mail a check. All payments will need to be paid through portal online, your bank bill pay services or manually deposited into our account before the 25th of every month.

Thank you in advance for your prompt attention to this matter.

Sincerely,

At the Direction of the Board,

PropertyWize Management Team