OVERDUE NOTICE

PAST DUE

INVOICE NUMBER
[INV-0000]

DATE ISSUED
[Date]

FROM: ASSOCIATION MANAGEMENT
[Condominium Association Name]
[Management Office Address]
[City, State, Zip]
[Contact Email/Phone]

TO: UNIT OWNER
[Owner Name]
[Unit Number / Address]
[City, State, Zip]
[Account Number]

Description of Charges	Due Date	Amount
Original Monthly Assessment / Maintenance Fee	[Date]	$0.00
Late Payment Penalty (Fixed Rate)	-	$0.00
Accrued Interest ([0]%)	-	$0.00
Administrative/Legal Processing Fees	-	$0.00

Description of Charges	Due Date	Amount
	TOTAL OUTSTANDING BALANCE	$0.00

PAYMENT INSTRUCTIONS

Please make checks payable to **[Condominium Association Name]**. Include your unit number and account number on the memo line. Payments can be delivered to the management office or paid online via [Portal URL].

Notice: This is a formal demand for payment. Failure to remit the total outstanding balance within [Number] days may result in further legal action, including the filing of a lien against the property and suspension of common area privileges as per the Association Bylaws.