

Sample 3

DATE

CERTIFIED MAIL - RESTRICTED DELIVERY

FIELD(1)
FIELD(2)
FIELD(3)
FIELD(4)
FIELD(5)

RE: Intent to Create Lien
FIELD(7), Unit No. FIELD(6)
Ocean City, Maryland
Worcester County

Dear Mr. and Mrs. FIELD(8):

I represent the FIELD(7) Association. The Association intends to create a lien against the property referenced above, which you own, due to your failure to pay the charges detailed on the attached statement as required by the Declaration of Covenants, Conditions, Restrictions, Reservations, Easement, Charges and Assessments and By-Laws of the Association recorded among the Land Records of Worcester County, Maryland in Liber No. , folio , et. seq., respectively, as amended.

This constitutes notice required by Real Property Article Section 14-201, et. seq. that you have the right to a hearing by filing a complaint in the Circuit Court for Worcester County, Maryland, to determine whether probable cause exists for the establishment of a lien. The complaint must be filed within thirty (30) days after this notice is mailed to you, and the complaint must include the following: (1) the name of the complainant and the name of the party seeking to establish the lien; (2) a copy of this notice; and (3) an affidavit containing a statement of facts that would preclude establishment of the lien for the damage alleged in this notice. In your complaint you may request a hearing at which any party may appear to present evidence.

The Association intends to create a lien against your property at the earliest time allowed by the Maryland law unless you pay the amount shown on the attached statement. YOUR PAYMENT MUST BE MADE PAYABLE TO: AYRES, JENKINS, GORDY & ALMAND, P.A., and sent to my attention.

If you have any questions or believe the charges on the attached statement are erroneous or otherwise not due, you may call me; however, you should consider consulting with your own attorney.

IF YOU DO NOT DISPUTE THE VALIDITY OF THIS DEBT, OR ANY PORTION THEREOF, IN WRITING WITHIN THIRTY (30) DAYS FROM YOUR RECEIPT OF THIS CORRESPONDENCE, THIS OFFICE WILL ASSUME THAT THE DEBT IS VALID. IF YOU DISPUTE THE VALIDITY OF THE DEBT, OR ANY PORTION THEREOF, IN WRITING, TO THIS OFFICE WITHIN THE THIRTY (30) DAY PERIOD, THIS OFFICE WILL VERIFY THE DEBT AND MAIL A COPY OF SUCH VERIFICATION TO YOU. If you do not pay this debt in full, or make other satisfactory payment arrangements, this office intends to commence legal action as noted above.

Please note that this is a serious matter. If you do nothing, a Statement of Lien will be recorded against your property, and you will incur additional costs, including recording fees, recordation tax and attorney's fees. Furthermore, a Statement of Lien may be foreclosed upon, thus causing your property to be sold at public auction. I urge you to make payment promptly or contact me, or my assistant, Debbie O'Hara, within the next thirty (30) days to resolve this matter.

Sincerely,

Guy R, Ayres III

GRA:dao

cc: FIELD(7) Association

THIS IS AN ATTEMPT TO COLLECT A DEBT AND INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE

Field 1, 2, 3, 4 & 5 Contain the name & mailing address of the unit owner.

Field 6 contains the Unit #.

Field 7 contains the association name "Casa Del Sol".

Field 8 contains the unit owner name.