HOA Violation Notice Template

A free template from Havn (havnhq.com/templates). Replace every bracketed item, delete what does not apply, and check your state's rules and your governing documents before sending.

Notice of Violation

[Association name]

[Date]

[Owner name]
[Mailing address]
Re: [Property address], Account [number]

Dear [Owner name],

On [date of observation], the association observed the following at [property address]: [description of the condition, in plain words]. A photo is enclosed.

This condition violates Section [number] of the [Declaration / Rules and Regulations], which provides: "[quote the rule]."

What we are asking

Please [the specific action, such as remove the item, repair the fence, submit an architectural application] by [cure date]. If it is already taken care of, reply to this notice or mark it taken care of on the owner portal so we can close it.

If it is not taken care of

Under Section [number] of the [governing document] and [state act, if applicable], the board may impose a fine of $[amount] [per day / per occurrence] after a hearing. You have the right to request a hearing before the board within [number] days of this notice by [how to request it]. [Further steps the governing documents allow.]

Questions

Contact [name] at [phone] or [email], or reply from the owner portal. We would rather help you resolve this than fine anyone.

[Name], on behalf of the Board of Directors

Enclosure: photo dated [date]. Sent by [first class mail / certified mail / email] on [date].

This template is a starting point. Notice periods, fee limits, and voting rules vary by state and by governing documents, so check both, or ask your attorney, before sending. State summaries: havnhq.com/hoa-laws.