

Metro Property Services

PROCEDURE FOR DELINQUENCIES

- Assessment is due by the first of the month; considered late if not paid by the 15th of the month
- LATE LETTER goes out after 30 days in arrears for that month (**one month delinquent**). Also a late charge is assessed to the owner's account.
- If payment is not made in full – (**Two months delinquent**) 60 DAY LATE LETTER is sent. Another late charge is assessed to the owner's account.
- If payment is not made in full – 90 DAY NOTICE (**Three months delinquent**)/ 10 DAY INTENT TO LIEN LETTER is sent.
- **120 day notice (Four months delinquent)**- Lien is recorded with the Maricopa County Recorder's Office 30 days after intent to lien letter is sent and owner is billed \$150.00. This charge covers the cost for recording and releasing the lien. This is done specifically by Metro Property Services (not lawyer) and won't be implemented without prior BOD authorization.
- If there are further arrears not paid, it is sent to the lawyer for collection. Board may choose to send to attorney the same time the lien is placed or you may send the account to the attorney the month after lien is placed.

Please note:

- *Late charges should be placed on an owner that pays within the month that an assessment is due.*
- *If they pay, no late charges are assessed.*
- *If payment arrangements are made to pay the current assessment plus additional monies to reduce the delinquency no monthly late charges are assessed.*
- *This is based on past experience with collections and on the advice of the Association attorney.*

Pecos Vista Collections

Late letter (30 days)	60 day letter (60 days)	10 day int lien (90 days)	Lien (120 days)	Attny (150 days)
\$1.00+	\$120.00	\$180.00	\$240.00	\$300.00