

**Professional Community Management
Standard Collection Program**

Steps	Collection Step	Date Range	Notes
1	Past Due Notice (30 days)	30 days after assessment is due	Reminder to homeowner enclosing unit analysis for review
2	Demand letter/ Intent title search (60 days)	30 days after the past due notice letter	Demand letter outlining balance and intended collection steps This step allows HO (30) days to pay or dispute the balance
3	Order Title Search/Intent Credit Bureau (90)	30 days after the demand letter	If a new owner is found, the account balance is transferred and billed to new owner. If not, HO is also notified of intent to report to credit bureau
4	Credit Bureau filed/Intent lien, (120)	30 days after title search	HO s are reported to Experian Credit Reporting
5	Lien filed/ Intent attorney (150)	30 days after credit bureau filed	If payment is not received after the credit bureau reporting, the lien is recorded at the county courthouse. HO is notified of lien filing with intent to send account to atty
6	Send the account to association attorney(180)	30 days after filing of lien	Account is sent to attorney's office for judicial or non judicial foreclosure (BOD must approve the foreclosure)
7	209 Reissue	After account is sent to attorney	Reissue 209 code language to all owners, per attorney.
8	Low Balance		Courtesy letter. Balances under \$50.00 send low balance letter

STANDARD PROCOMM PAYMENT PLAN

ProComm offers a plan for homeowners who are having a difficult time getting caught up on their account.

The plan offers homeowners the option to pay 1/2 of the balance including late fees and collection costs followed by three equal payments of the remaining outstanding balance.

Signature--Authorized Board Member

Date

Name of Association

Collection cost of \$20.00 will be assessed monthly for all unpaid balances.