



# NEW PRE-ATTORNEY NOTICE STATEMENT CHECKLIST FOR MANAGEMENT COMPANIES

2019

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Follow these steps to easily comply with the new pre-attorney notice statement requirements per the Amended Arizona statutes:

- Is the account almost ready to go to the attorney's office or collection agency?
- Copy language from A.R.S. § 33-1256(K) or A.R.S. § 33-1807(K)\*.
- Is your notice in **bold** or ALL CAPS?
- Does your notice have the name and information of who the owner(s) should contact to pay?
- Do you have the most recent address for the owner(s)?
- Is your notice sent via certified mail, return receipt requested?
- Wait 30 days from the date notice is sent.
- Send to an attorney or a collection agency, after the above is completed, with the owner's file (including account statements that were sent).

\*Language to be included:

**YOUR ACCOUNT IS DELINQUENT. IF YOU DO NOT BRING YOUR ACCOUNT CURRENT OR MAKE ARRANGEMENTS THAT ARE APPROVED BY THE ASSOCIATION TO BRING YOUR ACCOUNT CURRENT WITHIN THIRTY DAYS AFTER THE DATE OF THIS NOTICE, YOUR ACCOUNT WILL BE TURNED OVER FOR FURTHER COLLECTION PROCEEDINGS. SUCH COLLECTION PROCEEDINGS COULD INCLUDE BRINGING A FORECLOSURE ACTION AGAINST YOUR PROPERTY.**

