

Pacific Oak Foreclosure Services

INC.

711 Tank Farm Road, Suite 100
San Luis Obispo, CA 93401
TEL (805) 544-9242 · FAX (805) 543-7838
EMAIL: info@pacificoakforeclosure.com
www.pacificoakforeclosure.com

HOA Foreclosure Information Sheet - Required to Start a Foreclosure

DATE: _____

Name and signature of preparer of this form _____

We hereby instruct you, **Pacific Oak Foreclosure Services, Inc.**, as Substituted Trustee/Agent to initiate foreclosure on **the unpaid HOA dues** of Homeowner(s): _____

1. Property Address: _____ County _____

2. APN: _____

3. Enclosed are copies of -

- ____ Statement of Total Amount owed in HOA dues, late fees, interest, costs of collection and any other charges, to date
- ____ Letter(s) sent to Homeowner requesting payment of delinquent HOA dues
- ____ Notice of Intent to Lien, sent to Homeowner
- ____ Recorded Notice of Delinquent Assessment
- ____ Notice of Board Action to Commence Foreclosure on the Lien
- ____ *Original* signed/notarized Substitution of Trustee
- ____ *Original* signed Exhibit "A" / Notice of Default Declaration

4. Date last payment made: Month ____ Day ____ Year ____ For: Month ____ Day ____ Year ____

5. Date of Default (Due date of first missed payment): _____

6. Have you accepted partial payment on any installment due since default occurred? Yes No

7. Amount Owing in HOA fees \$ _____ as of _____ (DATE))
Monthly HOA dues \$ _____

8. Amount Owing in Special Assessment charges \$ _____ as of _____ (DATE)

9. Late fees

Do CC & R's stipulate that a Late Fee will be charged if dues are delinquent? Yes No

If YES, the Late Fee is charged Monthly, OR Quarterly

Late Fee is: \$ _____

Late Fee is charged if Trustor does not make payment within _____ days of due date

Accumulated Late Fees from (date) _____ to (DATE given at top of form) _____ are: \$ _____

10. Interest

Interest has been paid to: (Date): _____

Interest due at: (DATE at top of form) is: \$ _____

Interest is figured at: _____ % fixed per annum, OR _____ variable

Interest Days per Year: 365 OR 360 (Choose one)

Interest Accrual Days per Year: 365 OR 360 (Choose one)

11. Other collection costs and/or legal fees owed:

Item: _____ Amount Owed: \$ _____

Item: _____ Amount Owed: \$ _____

12. The name(s) and all known addresses of the present Homeowner(s) are:

13. Is billing address of Homeowner different from property address? Yes No

If YES, Billing address is: _____

14. Property is: Improved Vacant Unimproved

15. Property Type is: Condo Duplex Mobile Home Multi-Unit Residential
Vacant Land In Construction

16. Is property currently Owner Occupied as a Primary Residence? Yes No

17. Is property occupied as a 2nd home or vacation home? Yes No

18. Is property currently occupied by a Tenant as their residence? * Yes No

19. Is any structure on the property used as a residence? Yes No

20. Is there a mobile home or manufactured home on the property? Yes No

21. Is property occupied for a business? Yes No

22. Has property been foreclosed on before? Yes No

If YES, Recording Date of prior NOD: _____

23. Are you aware of any Bankruptcy proceedings, restraining orders, or legal actions currently involving the property? Yes No

24. Is the property owner, to your knowledge, currently in the military service? Yes No

25. Client (Beneficiary) Information

Name of Homeowners Association (HOA): _____

Mailing Address: _____

Phone #: _____ Fax #: _____ Email: _____

26. Name of HOA Representative who will sign foreclosure documents: _____

Person's Title as representative for the HOA: _____

Business Name: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

27. Name of Management Company for HOA: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

28. Name of Primary contact for this foreclosure: _____

Title: _____

Business Name: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

29. Additional parties to receive correspondence/mailings pertaining to this foreclosure:

(Name(s) email address(es) or mailing address(es), phone #s and fax #s):

30. Additional information:

* Note: If there are tenants living at the property include their names and mailing address(es) here:
