



Government of the District of Columbia

Office of Tax and Revenue
Recorder of Deeds
1117 H Street, NW
Washington, DC 20004
Phone (202)727-5374

Notice of Foreclosure Sale of Condominium Unit for Assessments Due

(Pursuant to Title 42§1903.13 of the District of Columbia Code)

TO: (List name and address for each owner of the unit.)

[Empty text boxes for owner name and address]

Address of unit

Other address designated by unit owner(s) to the Corporate Entity for foreclosure purposes

FROM: [Empty text box] Phone No. [Empty text box]

RE: [Empty text box]

Square Suffix Lot Property Description

DATE: [Empty text box]

This constitutes formal notice, pursuant to Title 42§1903.13 of the 2001 Edition of the District of Columbia Code, that in the event past due assessments plus any late charges and interest due, together with attorney's fees, which you [Empty text box], owe and incurred in connection with the enforcement of the lien created by said past due amounts, are not paid in full within 31 days after the date such notice has been filed with the Recorder of Deeds, on behalf of the unit owner's association, your unit shall be sold at public sale on [Empty text box], at [Empty text box] AM/PM at the office of [Empty text box].

As of the date of this notice, the total of the outstanding assessment, fees, charges, and interest that you owe for the above-described unit is as follows:

Unpaid assessments	\$	[Empty text box]
Interest	\$	[Empty text box]
Late charges on assessments	\$	[Empty text box]
Attorney's fees	\$	[Empty text box]
TOTAL	\$	[Empty text box]

Please be advised that [Empty text box] of the Bylaws of the [Empty text box] authorized the [Empty text box] (Corporate Entity) to foreclose for nonpayment of past due assessments and also to hold the unit owner liable for cost and attorney's fees in proceedings to recover sums due the [Empty text box] when default occurs.

Pursuant to [Empty text box] of the [Empty text box], this notice of intent to foreclosure is being sent to [Empty text box].

Further, to be advised that no foreclosure sale shall be held until 31 days have passed from the date such notice is mailed.

The person to contact to stop foreclosure sale is: [Empty text box]
Phone [Empty text box]



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1101 4th Street, SW
Washington, DC 20024
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CERTIFICATION

I, hereby certify that a duly executed Notice of Foreclosure Sale of Condominium Unit for Assessments Due was sent to the present owner(s) of the condominium unit encumbered by said assessments, fees, charges, and interest due described above, by certified mail, return receipt requests on _____, 201_____.

Date

In testimony whereof, the _____ (Corporate Entity) has on the _____ day of _____, 201_____, caused these presents to be signed by _____, its president (or other officer), and attested by its secretary and its corporate seal to be affixed and does hereby appoint _____ its true and lawful attorney-in-fact to acknowledge and deliver these presents as its act and deed.

(Corporate Seal)

By _____
President or Officer

Name of Corporation

Attest:

Secretary

I, _____, a Notary Public in and for the _____ do hereby certify that the attorney-in-fact in the foregoing Notice of Foreclosure Sale of Condominium for Assessments Due, bearing date on the _____ day of _____, 201_____, personally appeared before me to execute the said Notice of Foreclosure Sale and acknowledged the same to be the act and deed of the _____.

Given under my hand and seal this _____ day of _____, 201_____.

(Notary Seal)

Notary Public

My Commission Expires