



HENRY·ODDO·AUSTIN·FLETCHER  
A PROFESSIONAL CORPORATION

**FEE SCHEDULE FOR COLLECTIONS**

<b>Demand Letter</b>	\$105.00, plus postage and copies
<b>Notice of Assessment Lien</b>	\$227.00, plus filing fees (\$42.40 - \$70.40, depends on the County), \$20.00 title search, plus postage and copies; includes cost to draft and file the Release when payment has been received as authorized by the Association, and provide owners with copies of the recorded Release. If applicable, and pursuant to Texas Property Code Section 209.0091, prepare the Notice to Inferior Lien Holders - \$150.00, plus postage and copies.
<b>Pre-Application Letter</b>	\$122.00, \$20.00 title search, plus postage and copies
<b>Application For Order of Foreclosure</b>	\$875.00 - \$1,250.00 (see ** below)
<b>Posting Property</b>	\$200.00 - \$350.00 (depends on County) plus filing fee, postage, and copies
<b>Sale of Property</b>	\$400.00 - \$475.00 (depends on County) plus postage and copies; (this amount can vary depending on whether the property is purchased by 3 <sup>rd</sup> party at sale)
<b>Eviction</b>	Varies; Vinay Patel can provide that information

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**DEMAND LETTERS:** Homeowners have 30 days from date letter is received to either pay or contact us for payment arrangements or request debt verification

**DEBT VERIFICATION:** If the homeowner disputes the debt, we send an updated ledger to verify debt and give them 10 days to pay.

**LIENS:** Homeowners have 21 days from date of letter to either pay or contact us for payment arrangements

**PRE-APPLICATION LETTER:** Allows the homeowner at least an additional 20 days to resolve the debt. Brenda Schlueter will calendar these properties and contact you at that time for prior authorization and to proceed.

**NOTICE TO INFERIOR LIEN HOLDERS:** This step depends on the subordination language in the Declaration for the Association. However, if there is an inferior lien, a letter to the inferior lien holder will be sent allowing 61 days. This step will be done at the same time the notice of assessment lien is prepared.

**\*\* APPLICATION FOR ORDER OF FORECLOSURE:** If the homeowner does not pay based on the pre-application letter, the Association must file an Application with the Court for approval to foreclose, as outlined below, which includes.

*Draft the Application, the Required Affidavit [to be signed by Management], Motion for Default Order to Proceed with Notice of Foreclosure, and Default Order to Proceed with Notice of Foreclosure (estimate \$575.00 in attorney's fees). This is only an estimate. This amount does not include attending a hearing. According to the Supreme Court Rules, there is not supposed to be a hearing unless the homeowner files an answer. The fees charged by the district clerk's office for filing the Application, preparing the Citations and serving them on the Respondents, will be at least \$325.00. Costs will increase if several parties have to be served and if there are several mailing addresses where Citation has to be sent. This estimate is only to obtain an Order which would allow the property to be posted for sale at the Courthouse.*

*Service is supposed to be complete when the district clerk sends the Application and the Citation to the homeowners by certified and first class mail.*

*An Answer is due to be filed with the Court by the homeowner on the first Monday after the expiration of 38 days from the date of service.*

*If no Answer is filed, the Association shall submit to the Court a Motion for Default Order. Under the Rules of the Texas Supreme Court, the Judge must grant the Default Order no less than 30 days after the Motion for Default Order was filed.*

*Once an Order is signed, the Association can post the property for foreclosure sale at the courthouse steps.*