

**(TAX COLLECTOR'S LETTERHEAD)  
NOTICE OF INTENT TO LIEN**

NAME	DATE		
ADDRESS	ACCOUNT NUMBER	BILL NUMBER	TAX YEAR

Dear (name):

This letter will serve as notice to you that the County of (county) Tax Collector will record a lien against you in the County Recorder's Office for nonpayment of your property taxes described herein.

Failure to make payments within ten days will lead to additional collection actions. Collection actions may include: a lien against you and/or seizure and sale of any and all property, improvements, or possessory interest owned by you.

This lien will be against all secured and unsecured property you might have or may acquire in California. As the lien is a matter of public record, it may affect any credit of real property transaction in which you participate until the lien is cleared. A tax lien remains in effect for a period of ten (10) years.

To avoid further action, the total taxes currently due, as reflected below, must be paid and received by the tax collector no later than 5:00 p.m. on (date).

On the first day of each and every month following the recording date described in this letter, a penalty of 1.5% of the base tax dollar amount will be added to the total taxes currently due.

<b>Your Delinquent Tax Liability</b>	
BASE TAX	
10% PENALTY	
1.5% MONTHLY PENALTY	
COLLECTION FEE	
<b>TOTAL TAXES CURRENTLY DUE</b>	
<i>*An additional 1.5% penalty will be added the first day of each month until paid.</i>	

If you have any questions, please contact (contact information)

\_\_\_\_\_  
County Tax Collector  
State of California

Executed at (time), (county) County this (day) day of (month), (year).