Free getting-organized checklist

Not a house buyer · Not a law firm · Free checklist · No checklist login

HOA Hag is an educational resource. It is not a law firm and does not give legal advice.

This product is not a substitute for the advice of an attorney.

This checklist is for paperwork organization and general education only. It does not evaluate your case, calculate legal deadlines, recommend court filings, or provide legal representation. Do not delay seeking legal assistance because you are using this educational website.

Recording a printed date does not verify a legal deadline. Using this checklist does not extend deadlines.

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Chapter 209 does not apply to condominiums. Condominium law is addressed in Chapters 81 and 82; which provisions apply depends on the condominium's history and applicable law.

Checklist entries are saved in this browser on this device. Other people using the same browser profile may be able to see them. Clearing browser data may erase them. They are not sent to HOA Hag.

1. Keep every envelope with its postmark and certified-mail label.

Note whether each letter arrived by regular mail or certified mail, and keep the envelope attached to the notice inside.
Date: _____

2. Write down the exact dates printed on your notice or court citation.

Record dates exactly as printed (letter date, postmark date, any stated cure date, citation/filing date, or sale notice date). Do not guess deadlines or assume a general educational example applies to you—verify governing deadlines promptly with the court clerk or a licensed Texas attorney.
Date: _____

3. Separate base HOA assessments from added collection, management, and attorney fees.

List dues and other charges as labeled on statements, including regular dues, late fees, management or collection charges, and legal fees, so each line is visible on one page.
Date: _____

4. Ask in writing for an itemized ledger and copies of attorney-fee invoices.

In many Texas subdivision associations, homeowners ask about itemized accounting and supporting invoices (see general educational reference: Tex. Prop. Code § 209.008(d); source links checked November 6, 2026; ask a licensed Texas attorney how the statute and your governing documents apply to your property).
Date: _____

5. Write down 3 questions to bring to a licensed Texas attorney.

Include questions about the papers you have, the dates printed on them, and which charges are regular assessments versus added fees.
Date: _____