

RIVERSIDE SUN CITY HOMEOWNERS ASSOCIATION

Avalon Management
31608 Railroad Canyon Road
Canyon Lake, CA 92587

COMMON AREA KEY RELEASE FORM

If you lose a common area key the replacement charge is \$50.00 per a key. Checks or money order must be made out to Riverside Sun City Homeowners Association (No cash is accepted). Please return this form and the replacement cost to Avalon Management Company, 31608 Railroad Canyon Road, Canyon Lake, CA 92587.

If a key is damaged and does not work, there is a \$5.70 replacement charge. (The replacement charge is the actual amount charged by Jim's Lock & Key, this cost is subject to change.) The non-working key must be attached to this form. Once this form, the damaged key and a check or money order in the amount on \$5.70 are returned to Avalon Management Company, 31608 Railroad Canyon Road, Canyon Lake, CA 92587. you will receive the new replacement key.

If you closed escrow and did not receive key(s), you will be responsible in paying the replacement cost of \$50.00 per a key.

SECTION ONE - Please mark the section that applies:

- 1) _____ I am a property owner at Riverside Sun City HOA. I agree to personally pick-up the Common Area Key at the Canyon Lake office of Avalon Management.
- 2) _____ I am a property owner at Riverside Sun City HOA. I authorize Avalon Management to release the common area key(s) for my property only to the person listed below.

SECTION TWO – Mark the section that applies:

_____ I have attached my damaged key and have enclosed a check or money order for \$5.70 payable to Riverside Sun City Homeowners Association.

_____ I have enclosed a \$50.00 check or money order for the replacement of my lost/misplaced key payable to Riverside Sun City Homeowners Association

Owner's Riverside Sun City HOA

On-site Address: _____

Please Release My Key To:

Print Name

Address (if applicable)

Phone Number

SECTION THREE - Please, sign and date this form or it will be deemed incomplete:

Owner's Signature: _____ Dated: _____

Print Name: _____ Phone: _____

*** If you are unable to visit the Avalon Management office, please call Myrna DuBord at (619) 933-4002 to make alternate arrangements.