

RIVERSIDE SUN CITY HOMEOWNERS' ASSOCIATION

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COMMON AREA KEY RELEASE FORM

If you lose a common area key the replacement charge is \$50.00 per a key. Checks must be made out to Riverside Sun City HOA. Please return this form and the replacement cost to Avalon Management; once received a key will be ordered. When the key is available the Owner will be notified. The Owner and/or person(s) listed below will be required to pick-up the key at Jims Lock & Key, located at 26520 Cherry Hills Blvd. (By Vons), Sun City, CA. 92586.

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 and the key are returned to Avalon Management, a work order will be issued to Jim's Lock & Key, and the Owner will be notified. The Owner and/or the person(s) listed below will be responsible to pick-up the key at Jims Lock & Key at which time the Owner/tenant must pay for the 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 pick-up the Common Area Key at Jim's Lock & Key when I am advised that it is ready.**
- 2) _____ I am a property owner at Riverside Sun City HOA. **I authorize Jim's Lock & Key to release the common area key(s) for my property only to the person listed below.**
- 3) _____ I am a property owner and not able to pick up a new common area key nor do I prefer to release the key to my tenant. **Please send the common area key directly to me by first class mail to the mailing address below.**

SECTION TWO – Mark the section that applies:

_____ I have attached my damaged key and have enclosed a check for \$5.70 payable to Riverside Sun City HOA as I am not able to pick-up the key.

_____ I have enclosed a \$50.00 check for the replacement of my lost/misplaced key payable to Riverside Sun City HOA.

**Riverside Sun City
Site address:**

Please release my key to:

Address & Street

Print Name

Address (if applicable)

City, State, Zip Code (if applicable)

Phone:

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

Owner's Signature: _____ Dated: _____

Print Name: _____ Phone: _____