

RIVERSIDE SUN CITY HOMEOWNERS' ASSOCIATION

31608 Railroad Canyon Road, Canyon Lake, CA 92587

Phone: (951) 244-0048 Ext.108 • Fax: (951) 244-0520 • Email: Patihomes@avalonweb.com**COMMON AREA KEY RELEASE FORM**

If you lose a common area key the replacement charge is \$25.00 per key. Checks must be made out to Riverside Sun City HOA. Please return this form and the replacement cost to Avalon Management. The Owner and/or person(s) listed below will be required to pick up the key at Avalon Management, located at 31608 Railroad Canyon Road, Canyon Lake, CA 92587.

If a key is damaged and does not work, there is a \$25.00 replacement charge. The non-working key must be attached to this form. Once this form and the key are returned to Avalon Management. The Owner and/or the person(s) listed below will be responsible for picking up the key, at Avalon Management, 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 for paying the replacement cost of \$25.00 per 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 Avalon Management when I am advised that it is ready.**
- 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 for \$25.00 payable to Riverside Sun City HOA as I am not able to pick up the key.

_____ I have enclosed a \$25.00 check for the replacement of my lost/misplaced key payable to Riverside Sun City HOA.

**Riverside Sun City
Site address:**

Address & Street

Please release my key to:

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: _____