

**RORIPAUGH HILLS OWNERS' ASSOCIATION
COMMON AREA KEY RELEASE FORM**

Please Note: Should the common area key be lost or stolen, the replacement charge is \$75.00. If you are requesting a replacement key please include a check for \$75.00 with this form or have a check readily available when you pick-up the key. Checks must be made payable to Roripaugh Hills.

Please check one:

1) _____ I am an absentee and/or off-site property owner at Roripaugh Hills HOA. I can not come in person to pick up a new common area key. **Please send my new pool key directly to me by certified mail, to the mailing address below. I will see to it that my tenant(s) receive the key under my agreement with him/her. I have included a check in the amount of \$5.00 payable to Roripaugh Hills to cover postage. (Key will not be mailed out, if a check is not enclosed)**

Roripaugh Hills site address:

Please mail my key to:

2) _____ I am a property owner at Roripaugh Hills HOA, but I can not come in person to pick up my new common area key. **I authorize Avalon Management Group to release the new common area key for my property ONLY to the person listed below.** I understand I am fully responsible for the whereabouts of the key and the cost of replacement. (Please Note: Authorized Person listed below will need to show proof of I.D.)

Roripaugh Hills site address:

Please release my key to:

3) _____ I am a property owner at Roripaugh Hills HOA. I can not come in person to pick-up a new common area key. **Please send my new pool key directly to me by certified mail to the mailing address below. I have included a check in the amount of \$5.00 payable to Roripaugh Hills to cover postage. (Key will not be mailed out, if a check is not enclosed)**

Roripaugh Hills site address:

Please mail my key to:

4) _____ I am a property owner at Roripaugh Hills HOA. **I will pick-up the common area key at 29379 Rancho Calif. Road, Suite 206, Temecula.** I understand I will be contacted when the key is available for pick up.

Signed: _____

Dated: _____