

**RANCHO HIGHLANDS HOMEOWNERS' ASSOCIATION
COMMON AREA KEY RELEASE FORM**

Please Note: If you have one key and are requesting a second key, please include a check for 5.00. Should you lose a common area key the replacement charge is \$50.00. If you are requesting a replacement key please attach a \$50.00 check endorsed to Rancho Highlands CA or have a check readily available when you pick-up the key. If you have a key that no longer works, you must turn in the non-working key and include a check for \$10.00 to cover the cost of a duplicate key.

Please check one:

1) _____ I am an absentee and/or off-site property owner at Rancho Highlands CA. I can not come in person to pick up a common area key. **Please send the common area key directly to me to the mailing address below. I will see to it that my tenant receives the key under my agreement with him/her.**

Rancho Highlands site address:

Please mail my key to:

2) _____ I am a property owner at Rancho Highlands CA. **I authorize Avalon Management Group to personally release or mail the common area key for my property to the person listed below.** I understand I am fully responsible for the whereabouts of the key and the cost of replacement.

Rancho Highlands site address:

Please release my key to:

3) _____ I am a property owner at Rancho Highlands CA. I can not come in person to pick-up a common area key. **Please send the common area key directly to me to the mailing address below.**

Rancho Highlands site address:

Please release my key to:

4) _____ I am a property Rancho Highlands property owner. **I will pick-up the common area key at 29379 Rancho Calif. Road, Suite 206, Temecula.**

Signed: _____

Dated: _____