

RORIPAUGH HILLS OWNERS ASSOCIATION

KEY RELEASE
CHECK-LIST

Owner of Record (living at residence);

Returning these forms –

Release, Hold Harmless and Indemnification Agreement

Common Area Key Release Form

Key Release Check-List

Tenant(s):

Returning these forms –

Owner's Assignment of Membership Privileges to Tenant (filled out by Owner)

Release, Hold Harmless and Indemnification Agreement (filled out by Tenant)

Common Area Key Release Form (filled out by the Owner)

Copy of Lease Agreement

Key Release Check-List

Please Call me when my key is ready to be picked up;

Phone Number _____

or _____

Please send my key by Certified Mail;

I have included a check in the amount of \$5.00 payable to Roripaugh Hills Owners Association to cover postage.

Property Address: _____

Owner's Name: _____

Tenant's Name: _____

Office Use:

Key Number _____ **Date Issued** _____

Pick Up _____ **Certified Mail** _____ **Check Received** _____