



# Supra Key Agreement

Processing Hours: 8:30am – 4:00pm, Monday – Friday

SRCAR – 41831 McAlby Court, Suite C, Murrieta, CA 92562 || 951-894-2571 || FAX: 951-572-3703

## General Information

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Firm Phone #: \_\_\_\_\_ Firm Fax #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email: \_\_\_\_\_ DRE Lic #: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Drivers License Number: \_\_\_\_\_

## LETTER of GOOD STANDING

**\*\* A Letter of Good Standing from the Association/Board you are primary with is needed to process this agreement. \*\***

Name of Association you are transferring from or hold primary membership at: \_\_\_\_\_

## KEY INFORMATION

Key Serial #: \_\_\_\_\_ Pin #: \_\_\_\_\_  Active Key  Display Key  EKey (Palm/Window/Blackberry)

## GENERAL TERMS & CONDITIONS of AGREEMENT

### USE OF KEY/TITLE:

- ✓ Key holder acknowledges that SRCAR/MLS did not issue the key to the key holder and therefore, has no responsibility if the key is lost, damaged or malfunctions.
- ✓ Key holder acknowledges that an Update Code done manually by phone will only update the Key holder's primary Association/Board or their subsidiary.
- ✓ Key holder shall not allow use of the key by any other person. The foregoing includes but is not limited to: loans to appraisers, mortgage and utility agents, builder, assistants to brokers and salesperson, prospective purchasers or sellers.
- ✓ Key holder shall have use of only 1 key at any given time.
- ✓ To keep the key in Key holder's possession or in a safe place at all times.
- ✓ To not duplicate the key.
- ✓ To not assign, transfer or pledge the KEY
- ✓ To follow all additional security procedures as specified by the SRCAR/MLS.
- ✓ To not allow the KEY pin code to be attached to it.
- ✓ Key holder acknowledges that he/she must maintain primary membership in an Association/Board or their subsidiaries other than the SRCAR/MLS in order for their key to be programmed or remain programmed for the areas covered by SRCAR/MLS or their subsidiaries including the regional MLS.

### LOSS OF THE KEY:

In the event that the Key holder shall lose the KEY, the Key holder shall notify the SRCAR/MLS immediately and promptly thereafter, execute a letter.

By signing this agreement, I expressly authorize the Board/Authorization, including the local, state & national, or their subsidiaries or representatives to fax or e-mail to me, at the fax numbers and e-mail addresses above, material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by the Board/Association.

## REQUIRED SIGNATURES – Agreement can't be processed without this information.

I understand and agree to adhere to the Lockbox System policies and procedures of the Southwest Riverside County Association of Realtors®/MLS.

Key Holders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SRCAR/MLS Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_