

**Southwest Riverside County  
Association of REALTORS®  
Lease Lockbox Return Form**



Today's Date: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Leased Lockbox(es) returned:	Condition of Lockboxes
❖ _____	_____
❖ _____	_____
❖ _____	_____
❖ _____	_____
❖ _____	_____

**\*If any lockboxes need refurbishing, you will be charged a \$25.00 (per lockbox) refurbishing fee. If any lockbox is in a condition which is beyond refurbishing, you will be required to purchase each damaged lockbox as set forth in your original lockbox lease agreement. If there is a dispute regarding the condition of any lockbox, you have the right to file a review before the Association's Board of Directors. Please note that in order to file for a review, you must first pay any assessed refurbishing or replacement costs prior to filing. When filing for a review, you will write the Board of Directors a letter requesting reimbursement of assessed fees and/or any other information you wish to provide to them.**

\_\_\_\_\_  
**Member's Signature**

\_\_\_\_\_  
**Date**

For Association Staff Only:

**Staff must verify the shackle & Key Container are with the Lockbox.**

Shackle \_\_\_\_\_

Key Container \_\_\_\_\_

\_\_\_\_\_  
SCRAR Staff Signature

\_\_\_\_\_  
Date

Rev(06/11)