River Counties Association of REALTORS®

Supra Lockbox Keyholder Agreement

I, the undersigned, agree to the following as a condition of receiving and using a Supra eKey and/or lockboxes issued by the River Counties Association of REALTORS® (RCAR):

1. Key Lease – I will sign and abide by this agreement before receiving access. I will follow all RCAR Supra Lockbox Policies and the Supra Keyholder Participation Agreement.

2. No Loan of Key – I will not loan my eKey, smartphone, gate code, combo box code, door code or cell phone access to anyone. Violations will result in fines of no less than a Level One Assessment ($25) and may include suspension of services.

3. Authorization Required – I will not place a lockbox on any property without written permission from the seller or authorized representative.

4. Entry Restrictions – I will not use a Supra eKey to enter a lockbox or property without the knowledge and consent of the listing agent, property owner, or authorized representative.
- First violation: $500 fine
- Second violation: $750 fine
- Third violation: $ 1000 fine, appearance before MLS Committee and possible suspension of key/MLS services.

5. Return of Lockboxes – If I leave the MLS or lockbox program, I will return all issued lockboxes within five (5) business days or pay the replacement cost.

6. Responsibility – I am responsible for proper use of keys and lockboxes issued to me. My Principal Broker is responsible for oversight.

7. Compliance – I understand that violations of this agreement may result in fines, suspension of services, and/or further disciplinary action.

Keyholder Information

Name: _____

Agreement

I confirm that I have read, understand, and agree to abide by the RCAR Supra Lockbox Policy.

Keyholder Signature: _____ Date: _____