

# Southwestern Illinois Board of REALTORS

## SUPRA Lockbox Agreement



Supra Keys are the property of the Supra Corporation and are being subleased by the Southwestern Illinois Board of REALTORS (SIBR). Supra Keys are leased only to authorized members. Every REALTOR®, non-principal broker, licensed or certified appraiser, licensed home inspector and pest control expert affiliated with an Association of REALTORS®, shall be eligible to hold a key subject to their execution of a lease agreement with SIBR.

1. Use of the Supra Keybox System is entirely voluntary, both for the member office and for each individual seller.
2. Supra Keys are programmed with a four-digit PIN number provided by the key holder and can be retrieved from the Association office if forgotten or misplaced.
3. Supra Keys require an update every twenty-four hours to function properly. As of January 1, 2007, key holders have been restricted to two consecutive phone updates.
4. Lost Supra Keys must be reported to the Association office. The cost to replace a lost Supra Key shall be \$150 payable to SIBR, unless Member has current Supra Insurance. If they do not have current Supra Insurance, then the Member will pay \$150 for the Supra Key and then can purchase the Insurance
5. A key holder must notify the Association office of any change of address (yours or your firm's) or any change in your firm name.
6. Supra Keyboxes may be purchased from the Association office by both Managing Brokers of offices or individual brokers within any of the member offices.
7. The signed "Lockbox Authorization" form must be obtained and kept on file at the listing office for each seller who authorizes use of the lockbox.
8. EXISTENCE OF A LOCKBOX ON A PROPERTY DOES NOT AUTOMATICALLY GRANT ACCESS TO ANY SUPRA KEY HOLDER. APPOINTMENTS MUST BE MADE THROUGH THE LISTING OFFICE OR OTHER DESIGNATED SHOWING SERVICE TO SHOW ANY PROPERTY USING THE SUPRA KEYBOX SYSTEM.
9. Supra Keyboxes can be transferred as long as written notice is provided to the Association. The notice must make it clear which lockboxes to transfer and to whom they are transferring to. The notice must be signed by the original owner of the keyboxes.
10. Each lockbox owner is responsible for keeping track of their own Supra Keybox serial numbers and shackle codes.
11. Supra Keybox System violations include, but are not limited to, unauthorized use of the lockbox, not returning the listing key and/or lockbox drawer, not removing the lockbox from a property within 24 hours after the listing either expires or closes, taking the key from the lockbox of a former listing agency to put in a new listing agency lockbox, allowing an unauthorized person to use your lockbox key, handing over the key to another broker for showing after your showing, unauthorized removal of the lockbox, entering a lockbox property without setting up an appointment with the listing office or other designation showing service, attaching the Supra key's PIN number to the device, or compromising the security of the property and/or the integrity of the system. Those key holders found in violation will be fined/penalized in the following manor:

1st violation—\$100	3rd violation—\$500
2nd violation—\$250	4th violation—suspension or termination of access rights to Supra

The CEO will appoint a task force to review the complaint and assess the fine/penalty.

12. Key holders are completely responsible for all disciplinary action resulting from the lending of the key or compromising of the system.
13. Violations should be reported to the Association immediately in writing.
14. Keys must be returned to RASI within 30 days from the date membership is dropped. Failure to comply will result in a \$300 fine.
15. A Member using a Supra Key will be invoiced on a quarterly basis for the key access. Nonpayment of this invoice will result in termination per this policy.
16. Only one Supra device per member to access the Supra Lockboxes.

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

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_