



AFFILIATE MEMBER APPLICATION

The undersigned hereby makes an application for AFFILIATE Membership in the Longview Area Association Of REALTORS®. Dues of \$217.00* per year are attached (\$117 of these dues are for Membership in the Texas Association of REALTORS®)

The LAAR Affiliate Membership includes the Texas Association of REALTORS® Affiliate Membership as well. As an Affiliate Member, you will receive a Texas REALTOR® monthly magazine, access to your GrowthZone portal with invitations to our Business Expo, meetings, & events; as well as, committee involvement opportunities, sponsorship opportunities and inclusion in our Affiliate Roster.

*Dues prorated monthly

COMPANY NAME: _____

CONTACT PERSON: _____

STREET ADDRESS: _____

CITY & STATE: _____ ZIP CODE: _____

OFFICE PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

DESCRIPTION OF BUSINESS: _____

SIGNATURE: _____ DATE: _____

AFFILIATE MEMBER – LOCAL/STATE: _____ AFFILIATE MEMBER – LOCAL ONLY**: _____

**In order to be a Local Only Affiliate, you must already be a member of another Association/Board of REALTORS®. In addition to your application, we will need a Letter of Good Standing from said Association/Board.

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EMAIL: laarstaff@laaronline.org | WEBSITE www.laaronline.org

Affiliate Supra eKey Lease Agreement

This Keyholder Lease Agreement ("the lease") is entered into as of the _____ day of _____, by and between _____ ("the Keyholder") an Affiliate Member of the Longview Area Association of REALTORS® and the Longview Area Association of REALTORS® (hereby also known as "LAAR").

1. Lease Agreement

- a. LAAR hereby leases to Keyholder, and Keyholder hereby leases from LAAR the following Supra eKey serial number _____ with 4-digit PIN _____ assigned to the Keyholder's eKey app to be used to access the Supra lockbox system leased by LAAR.
- b. The term of this Lease shall commence on the date of the Lease and expire on the date which is one (1) year from that date, unless extended in writing, or unless sooner terminated in accordance with the terms hereof.

2. Relationship Of The Parties

Keyholder acknowledges that he/she is an Affiliate Member in good standing of LAAR and that he/she also holds a license to practice the business for which he/she is represented.

3. Title And Use

Keyholder warrants and represents that the Supra eKey app shall be used only for business or commercial purposes.

4. Payments

- a. During the term of this lease, Keyholder shall pay to LAAR or its designee an annual rental amount for the lease of and use of the Supra eKey app. The first payment of the Annual Fee shall be in the amount of One Hundred Eighty Nine and no/100 dollars (\$189.00) and shall be due on or before the date on which Keyholder executes this Lease. Each subsequent payment of the Annual Fee shall be One Hundred Sixty Four and no/100 dollars (\$164.00) and is due on or before the anniversary date of this Lease. Failure of LAAR to invoice Keyholder for the Annual Fee shall not relieve Keyholder of his/her obligation to pay the Annual Fee when due and payable pursuant to the terms of this Lease.

5. Payment Non-Cancellable; No Warranties; Maintenance

Keyholder's obligation to remit payment to or at the direction of LAAR shall not be subject to any abatement, setoff, claim, reduction or defense for any reason including any claims relating to performance against Supra or for loss or damage of or to the service, or any upgrade, transfer or substitution of the service. LAAR assumes no responsibility for and makes no representation or warranty, express or implied, of anything whatsoever, in connection with the Supra eKey app service. Without limiting the foregoing, LAAR makes no representation or warranty as to the design, compliance with specification, condition, quality, workmanship or suitability, accuracy, operation, use or performance of the Supra eKey app or lockbox system or as to their merchantability or fitness for any particular purpose. LAAR shall not be liable to Keyholder for any representation, claim breach of warranty, expense or loss directly or indirectly caused by any person, including LAAR, or in any way related to the Supra eKey app or lockbox system, and Keyholder waives any and all right to make such claim. Keyholder is acquiring the Supra eKey app "as is", "where is" and "with all faults". If the Supra eKey app and lockbox system are not properly installed or performed, do not operate as represented or warranted by Supra or are unsatisfactory for any reason whatsoever, Keyholder shall assume all performance risks and shall make any claims solely against Supra (and Keyholder expressly waives any right to make any claims against LAAR) and Keyholder shall nevertheless pay to LAAR all amounts specified in paragraph 4 or elsewhere in

this Lease. Keyholder understands and agrees that neither Supra nor any salesperson or agent of Supra is an agent of LAAR. No person other than the Board of Directors of LAAR is authorized to waive or alter any term or condition of this Lease, and no representation as to the Supra eKey and lockbox Service or any other matter by Supra or any other person shall in any way affect Keyholder's duty to pay the rent and perform the obligations required by this Lease to be paid and performed by Keyholder. LAAR shall not be liable to Keyholder of any Incidental, consequential or indirect damages or an act, neglect, omission, breach or default by any third party. Keyholder further acknowledges and agrees the Keyholder has not relied on any statement, warranty, or representation by LAAR or any agent of LAAR not specifically set forth in writing in this Lease.

Keyholder acknowledges and agrees that LAAR shall have no responsibility for the installation and maintenance of the Supra eKey app Service.

6. Assignment or Sublease By Keyholder; Encumbrances

- a. Keyholder shall have no right to assign this Lease to or sublease the Supra eKey app Service.
- b. Keyholder shall not mortgage or otherwise encumber the Supra eKey service or any part thereof or permit to attach or exist any lien on any item of the Supra eKey app or other part of the Service.

7. Representations And Warranties of Keyholder

Keyholder represents and warrants to LAAR that:

- a. Keyholder has joined the LAAR as an Affiliate Member, is a member in good standing of the LAAR; and is not in default under the Lease.
- b. Keyholder has full power, authority and legal right to enter into and perform this Lease, and this Lease has been duly executed and delivered by Keyholder and constitutes the legal, valid and binding obligations of Keyholder, enforceable against Keyholder in accordance with its terms;
- c. All information contained in this Lease, and all information, including credit and financial information, at time submitted by Keyholder to LAAR and Supra at any time is true and correct in all respects, and
- d. There is no action, suit, investigation or proceeding pending, or to the knowledge of Keyholder threatened, against Keyholder before any court arbitration or administrative or governmental body that would materially and adversely affect the ability of Keyholder to perform its obligation under this Lease.

IN WITNESS WHEREOF, LAAR and KEYHOLDER have caused this Lease to be duly executed as of the date set forth in the preamble to this Lease.

For Keyholder:

For Organization:

Signature: _____

By: _____

Name: _____

Title: _____

Address: _____

City & State: _____ Zip: _____

Phone: _____

Email: _____

AFFILIATE KEYHOLDER REQUIREMENTS

Thank you for being an Affiliate member of the Longview Area Association of Realtors®. As a condition of receiving and/or retaining an Affiliate lockbox key we have prepared the following guidelines to help you in your job while ensuring the safety and security of our clients and their property. These guidelines are designed to help us all work together to do a better job for all parties involved. Please read over and sign this document to confirm your understanding and acceptance of these guidelines.

Making the appointment:

Contact the listing office and/or agent to schedule all appointments.

Wait for confirmation before entering property. This applies to vacant property as well.

Ascertain and comply with all special instructions i.e. alarms, animals, gate codes, etc.

Protocol while at the property:

Remember to follow any instructions given when making the appointment and be respectful of the property.

Please wipe your feet prior to initial entry and upon re-entering the property.

If any damage occurs while at the property, contact the listing office and/or agent and report as soon as possible.

When probing is necessary in sheetrock for paint or moisture testing, or through suspect rotten wood, use caution to minimize potential damage by using a small diameter pin.

Protocol prior to leaving the property:

Do a final walk thru to ensure compliance with the following:

Close blinds if you opened them, and relock any doors or windows that you may have unlocked.

Reset thermostats, ceiling fans, sprinklers, lights, alarms and etc. as they were prior to your entry.

Re check items you may have tested like sprinkler systems, appliances, thermostats, light switches, and etc.

Clean up any "mess" that occurred while performing your functions i.e. mud on floor, insulation droppings from attic, and etc.

Leave property as you found it.

Fiduciary Reminder:

Remember who your client is. Do not engage with other parties for example: negotiate repairs, point out issues to anyone other than your client. Sellers can misunderstand comments so it's best to only speak with your client about specifics you find.

By signing below you are acknowledging the following: 1) You have watched the brief video found on the Longview Area Association of Realtor website (www.laaronline.org) 2) You have read, understand and accept these guidelines 3) You acknowledge that sustaining your membership and using our lockbox key(s) will be contingent upon your compliance with these guidelines. *Please return the signed form via fax to 903-753-8546 or scan and email to lgbboard@aol.com.*

Thank you for being an important part of our association.

Signature _____ Print _____ Date _____



CREDIT CARD AUTHORIZATION FORM

One Time Use

[Top Section is for LAAR Staff Use Only. Please only fill out the information below the dotted line]

LAAR Member Name: _____

Office: _____

Application Fee: _____ Supra eKEY: _____ Local Dues: _____ State Dues: _____

National Dues: _____ Other: _____

CREDIT CARD TYPE:

☐ DISCOVER

☐ AMERICAN EXPRESS

☐ MASTERCARD

☐ VISA

Amount of Charge: _____

Card Holder Name: _____

(please print)

Credit Card Number: _____

Expiration Date: _____ CVS Code: _____

Email Address: _____

Phone #: _____

THE FOLLOWING INFORMATION IS **REQUIRED** TO PROCESS YOUR PAYMENT
PLEASE COMPLETE THESE FIELDS AS THEY APPEAR ON YOUR CREDIT CARD BILLING STATEMENT

Billing Address: _____

City & State: _____ ZIP code: _____

Signature: _____

Date Processed: _____