

Greater Gateway Association of REALTORS. Supra Key/Lockbox Policy-Effective January 1,2016

Supra Keys are the property of the Supra Corporation and are being subleased by the Greater Gateway Association of REALTORS. Supra Keys are leased only to authorized members. Every REALTOR, 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 GGAR.

1. Use of the Supra Key /Lockbox System is entirely voluntary, both for the member office and for each individual agent. Sharing of any Supra Key is not allowed effective January 1, 2016. For participating offices in the Supra Key/Lockbox System managing brokers will be notified of any agent without Supra access, i.e. (When agents return a key for non-payment).
2. Supra Keys are programmed with a four digit PIN provided by the key holder and can be retrieved from the Association office if forgotten or misplaced.
3. Lost Supra Keys must be reported to the Association office, The cost to replace an uninsured lost or stolen Supra Key shall be \$250.
4. Key holders are completely responsible for all disciplinary action resulting from the lending of the key or compromising of the system.
5. Violations should be reported to the Association immediately in writing.
6. Keys must be returned to GGAR within 15 days from the date membership is dropped. All new members effective April 1, 2015 are being charged a \$50 deposit. Failure to return the key will result in no refund of the deposit,
7. A member using a Supra Key will be invoiced on an annual basis for the key access. Nonpayment of this invoice will result in termination per GGAR's Bylaws Article X, Section 4, Nonpayment of Financial Obligations.
8. Supra Lockboxes may be purchased from the Association office by both managing brokers of offices or individual agents within any of the member offices.
9. Existence of a lockbox on a property does not automatically grant access VP any Supra key holder. Appointments must be made through the listing office to show any property using the Supra Lockbox System.
10. Supra lockboxes 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 being transferred. The notice must be signed by the original owner of the lockboxes.
11. Each lockbox owner is responsible for keeping track of their own Supra Lockbox serial numbers and shackle codes.
12. Supra Key/Lockbox 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, sharing of key, allowing an unauthorized person to use your lockbox key, handing over the key to another agent for showing after your showing, unauthorized removal of the lockbox, entering a lockbox property without setting up an appointment with the listing company, attaching the Supra Key/Lockbox PIN or shackle code to the device, or compromising the security of the property and/or the integrity of the system.
13. Those key holders, both parties involved, found in violation may be fined \$250 for the first offense, \$500 for the second offense, and removal of Supra access for the third offense. The Grievance Committee may convene and hear the complaint according to Professional Standards Procedures.

_____ Signature of Member

_____ Date