



ECAR® Keybox Rules

The Emerald Coast Association of REALTORS® (the "Association") provides the Keybox System (the "System") in accordance with the policies and procedures of the National Association of REALTORS® ("NAR") as outlined in Statement 7.31 – Lock Box Security Requirements, current NAR Handbook on Multiple Listing Policy. The System is an activity of the Association and not its Multiple Listing Service, and every REALTOR® and every non-principal broker, sales licensee and licensed or certified appraiser Partnered with a REALTOR®, shall be eligible to hold a key ("System Users"). Participation in the System is voluntary, and nothing shall prevent the owner's right to refuse to have a lockbox on his or her property.

1. The System. The System includes lock boxes and keys provided by its vendor, currently GE Security ("Supra").

2. Lockboxes. Supra Infra-red (IBox) are provided for purchase to System Users by Association at the cost of the lockboxes to Association by Supra plus applicable sales and/or use taxes. Sales of lockboxes are final, but any defective lockbox may be returned for replacement within the one year manufacturer warranty. Lockboxes are coded by Supra for this Association's System and will not operate with keys other than those provided through this System or Systems of Cooperating Associations. Lockboxes will not be repurchased by the Association, but they may be sold to other System Users. Sales of AEII lockboxes or IBoxes from one System User to another System User are authorized provided the System User purchasing a lockbox registers the change of ownership with the Association. Alternative lockboxes may be provided by the Association based on availability.

3. Keys. Keys are provided for lease to the System User directly from Supra through a Keyholder Lease Agreement. The Association, under separate agreements with Supra, will authorize and facilitate the leasing of keys but is not party to the Supra Keyholder Lease Agreement. Lease fees have been established through these agreements, and a portion of the lease fee is paid by Supra to the Association for the administration of the System. Keys may not be shared, exchanged, borrowed, subleased, or sold by the System User under any circumstances. Access Codes or PIN Codes must not be revealed to any person regardless of whether that person is a System User, and codes shall not be written on, displayed near, or affixed to any key or lockbox.

4. Cooperative Agreements. The Association has agreed with other area boards and associations ("Cooperating Associations") to provide access to System lockboxes for those users of Cooperating Associations' Keybox Systems wishing to do so. System Users may request similar access to Cooperating Association lockboxes by contacting the Cooperating Association.

5. Termination of System Services. A System User may terminate his or her participation in the System at any time before the end of the lease period (August 24 of each year). Agreements terminated after the lease period will still be subject to the full payment as per paragraph 11a of the Supra Keyholder Lease Agreement. Keys and lease fees are subject to the terms and conditions of the Supra Keyholder Lease Agreement, and the Association will access a fee for the activities required by the Association to assist Supra in retrieving leased keys or collecting overdue fees. The Association reserves the right to suspend or terminate access to the System for the following reasons:

- a. Failure to maintain keyholder eligibility.
- b. Non-payment of any fees owed to the Association.
- c. Misuse or abuse of the System.
- d. As requested by Supra as provided for in its agreements with the Association and the System User
- e. For reasons stated in other agreements between the Association and System User

- f. When the Association has reasonable suspicion the System security or integrity has been compromised.

Note: Suspension or termination of access the System does not relieve System User from any obligation under the Supra Keyholder Lease Agreement until leased equipment has been returned and any outstanding balance has been cleared.

Fines. The Association may impose fines for various infractions of these Keybox System Rules as described in the Schedule of Fines below.

SCHEDULE OF FINES

Offense	Fine
Sharing, exchanging, borrowing, subleasing, or selling a key	\$1,000
Revealing an Access Code or PIN Code, or writing a code on, displaying a code near, or affixing a code to a key or lockbox	\$75
Failing to register with the Association the purchase of a lockbox from another system User	\$25
Causing the Association to assist Supra as required through the Association's agreement with Supra in the retrieval of a key or the collection of overdue fees resulting from circumstances related to System User's Keyholder Lease Agreement with Supra	\$100

I agree to abide by the Emerald Coast Association of REALTORS Keybox System Rules as stated above and as may be revised from time to time.

Signature

MLS I.D.

Date

**EMERALD COAST ASSOCIATION OF REALTORS® SUPRA ADVANTAGE KEY AND KEYBOX LEASE
AGREEMENT WITH POWER PARTNER MEMBERS**

NAME: _____ AGENT ID#: _____

OFFICE: _____ OFFICE ID#: _____

RESPONSIBLE MEMBER APPROVAL:

(Signature of Responsible Member)

Date:

This agreement is entered into by the Emerald Coast Association of REALTORS® (the Association), the Responsible Member and office named above, and the Power Partner employee and office named above, and the Power Partner employee named above.

The undersigned acknowledges and agrees:

- 1). That all Suprakeys provided by the Association for use in its Keybox System are and will remain the property of the Association and may not be sold, transferred, exchanged, or otherwise conveyed to any third party except by specific written authority of the Association.
- 2). That a copy of the Rules enacted by the Board of Directors of the Association has been received and the undersigned further agrees to abide by those Rules. Those Rules are incorporated by reference as a part of this lease agreement.
- 3). That the undersigned will maintain the key issued to them in their custody or in a safe place, not attach or store their PIN with the key, not allow their key to be used by any other person under any circumstances, and not attempt to manipulate or duplicate the key.
- 4). That the undersigned will pay such fees and charges as shall be enacted by the Association for use of the system.

Signed: _____ Date: _____
(Power Partner
employee)

Note: This form must be signed by the responsible member for the office. Keys are distributed by appointment only. Call (850) 244-2411 for scheduling.



Supra Prices
August 25, 2016 – August 24, 2017



Keys*

*** Keys are distributed by appointment only. Call (850) 244-2411 for scheduling.**

Active Key Lease* – Billed annually and initial fee prorated monthly.

August 25, 2016 - August 24, 2017 \$202.44 plus tax**

All Active key fees must be paid by personal check or credit/debit card. All payments are processed electronically including checks. Cash, money order or bank checks cannot be accepted. Pre-printed company checks are not recommended because an exact total including tax is not available before the distribution time.

Loss/Theft Insurance	-	\$ 25.00 per year (optional)
Replacement Cost of key without insurance	-	\$249.00
Replacement cost of key with insurance	-	\$ 0.00
Activation Fee	-	\$ 50.00

** All leased Active keys will also include a reimbursement to Supra for a Tangible Personal Property Tax.

eKey Lease * – Uses a SmartPhone (iPhone, Android, etc.) Billed monthly by debit or credit card only.

Go to www.supraekey.com for a current list of approved devices for eKey use.

Basic Service	August 25, 2016 – August 24, 2017	\$ 16.87 per month plus tax
Professional Service	August 25, 2016 – August 24, 2017	\$ 25.62 per month plus tax

- Basic Service includes the key software.
- Professional service includes the key software and MLS data.

Activation Fee - **\$ 50.00**

*** Keys are distributed by appointment only. Call (850) 244-2411 for scheduling.**

Keyboxes

All Supra lockboxes purchased from ECAR are fully warranted for 6 years.

New Supra Bluetooth & Infra-red lockbox (BT LE IBox) - \$109.00 plus tax