

**Emerald Coast Association of Realtors®
SUPRA eKey Order Form**

MLS ID: (ecn.eXXXXX) _____

Name: _____

Cost: \$50 Activation Fee
\$17.02 plus tax per month, auto-drafted on the 25th of each month
A prorated amount for the first month will be charged at the time of processing.

Please Choose a 4-digit Pin Code: _____

Type of Phone (Circle one) Android iPhone

Membership Type (Circle one) Agent Affiliate

The following information will be provided to Supra for billing purposes.

Billing Address: _____

Email Address: _____

Payment Information:

Credit Card Number: _____

Expiration Date: _____

CV Code: _____

Contact Phone Number: _____

***** I understand that by opting to not come in to the ECAR office to register my key, ECAR staff will be unable to verify that my key works and any issues that arise may require me to bring the key into the ECAR office to fix.**

Signature _____ **Date** _____

Please allow up to 2 business days for processing
Please send completed forms to mikeg@ecaor.com

TO CANCEL A KEY: Please contact SUPRA or ECAR. Billing for an eKey will not stop if your MLS account is inactive.

EMERALD COAST ASSOCIATION OF REALTORS®
KEYBOX SYSTEM RULES
 Approved

The Emerald Coast Association of REALTORS® (the “Association”) provides this 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 affiliated 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 lockboxes and keys provided by its vendor, currently GE Security (“Supra”).
2. **Lockboxes.** Supra’s 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 Associations 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 lockboxes or IBoxes from one System User to another System User are authorized provided the System User purchasing a lockbox registers the change in ownership with the Association.
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 a 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. **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 activities required by 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 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 Association and System User
 - f. When the Association has reasonable suspicion that System security or integrity has been compromised

Note: Suspension or termination of access to 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 with Supra has been cleared

6. **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 ID _____

DATE _____