ELECTRONIC LOCKBOXES AND eKEY RULES
AND REGULATIONS FOR BUSINESS PARTNER MEMBERS

WHEREAS, Participating Multiple Listing Service ("MLS") Members of the Space Coast Association of REALTORS®, Inc. (the "Association") would like the opportunity for its Business Partner Members (herein after known as Affiliate Members) to lease eKEYs under the Lockbox Program as more specifically defined below;

WHEREAS, the rules and regulations contained in this form shall apply specifically with respect to Affiliates who use the Lockbox Program as more specifically defined herein; and

WHEREAS, the Electronic Lockboxes and eKEYs Rules and Regulations as set forth in the MLS Rules and Regulations as they apply to Participating MLS Members shall continue in full force and effect.

Electronic Lockboxes and eKEYs: The Space Coast Association of REALTORS® Multiple Listing Service offers the Supra Electronic Keyboxes and eKEYs (hereinafter referred to as "Lockbox Program") for the use and benefit of Participating MLS Members, Office Assistants, and Affiliate Members.

No member is required to subscribe to the Lockbox Program. Each member who wishes to subscribe to an eKEY must sign an eKEY Agreement, which outlines the obligations to Supra, Inc. and the Space Coast Association of REALTORS®. Lockbox Agreements shall spell out the responsibilities of the parties and shall incorporate by reference any applicable rule or regulation or other governing provisions of the MLS that relate to the operation of the lockbox system.

An Affiliate Member may receive an Affiliate eKEY which provides access to all Electronic Lockboxes with the use of a personal pin number and the "CBS" (Call Before Showing) Code which is different for each Electronic Lockbox.
There is a one-time *activation fee* of _____. A *monthly fee* of _____ plus tax will be billed to the Affiliate Member by Supra.

eKEYs are the property of the *__lessor__*, not the Association. Lessees are responsible for the reasonable care and maintenance of these items.

Violations:

(i) Upon any violation of the MLS Rules and Regulations, MLS and the Association have the option to permanently revoke the Affiliate Member's eKEY privileges, and a fine pursuant to SCAR's MLS Rules to the Primary Affiliate Member.

(ii) Access to the Supra system is a privilege granted on an individual basis. Loan of the eKEY to any other person shall automatically result in a fine and permanent revocation of Lockbox privileges. The Primary Affiliate Member will be responsible for any fines.

Supra does not honor warranties voided by members, nor will the Association. The manual issued with an eKEY contains detailed instructions on use of the Key and Lockboxes, including actions, which result in voiding the warranty. Only legitimate failures of Lockboxes or eKEYs will result in replacement. The decision of Supra in these cases is final.
Participants are responsible for safeguarding the shackle codes of their Lockboxes to prevent theft.

Access hours for all Lockboxes are initially set at **7:00 a.m. - 10:00 p.m**., **Eastern Standard Time**. Only Real Estate Brokers or Agents can have Lockboxes programmed to provide access during different hours. Lockboxes to be programmed must be brought to the Association Office during normal business hours.

No keyholder may own/hold more than one activated eKEY at any time.

If you access a Lockbox and find the house key missing, or property unlocked or damaged, you are required to notify the listing office immediately (within 2 hours) to avoid any appearance that these actions occurred during your visit and to give the listing office the opportunity to correct the problem and safeguard the property.

Pursuant to the Supra Lease, an Affiliate Member eKEY cannot transfer to a new employee. Accordingly, if an employee leaves or is terminated, the Principal of the company must notify the Association within 48-hours, so the Association can change the status of the eKEY to "Inactive." Failure to notify the Association within the 48-hour time period shall be good cause for the Association, at its option, to not allow the Affiliate company's future employees to obtain an Affiliate Key. However, upon proper and timely notice, the Affiliate Member can pay the application fee again each time a new employee receives the Affiliate eKEY and the same Affiliate eKEY will be reissued if it is available. Unless the Affiliate eKEY is returned and has been reissued, the fee will be _____.

The Affiliate Member signing below shall have the responsibility to ensure that the employee is abiding by the rules and regulations contained herein in addition to the rules and regulations contained in the Supra Lease.

Documentation has been provided to show that the undersigned Affiliate Member is licensed and insured (if applicable).

By execution of this form, all users of the Lockbox Program agree, as a condition of the Lockbox eKEY Agreement, are to be bound by the rules and procedures governing the operation of the Lockbox system. The Affiliate Member and all employees shall be required to sign the Supra Lease Agreement as a condition to receiving the Affiliate eKEY, thereby agreeing to be bound by everything contained therein.

The undersigned Primary Affiliate Member and employee agree to indemnify and to hold the Association, the MLS Committee and their agents and employees harmless for all claims, demands, costs and expenses of every kind, including reasonable attorneys' fees due to or arising from the employees use of the Affiliate eKEY and Lockbox Program, including a hold harmless for the Association's and MLS Committee's alleged negligence.

Dated this _____ day of_____, 20____.

_____   _____
Primary Affiliate Member Name – (Print)   Keyholder Name – (Print)

_____   _____
Primary Affiliate Member Signature   Keyholder Name Signature

_____   _____
PRIMARY AFFILIATE Cell Phone Number   Keyholder Cell Phone Number

Payment Information & Credit Card Authorization:

Credit Card #: _____   Expiration Date: _____