



## Space Coast Association of REALTORS®, Inc. REQUEST FOR SUPRA CO-OP KEY For OTHER BOARDS

Your key can be programmed to work in the cooperating Associations below:

**Access is granted as a courtesy by the Cooperating Association(s).**

Type of Key Access Requested:                      **E-Key**                      **Xpress-Key**                      **Active Key**

Realtor® Association your E-Key was issued: \_\_\_\_\_

Check the Association where you would like key access:

<u>ASSOCIATION</u>	<u>PHONE</u>	<u>EMAIL ADDRESS</u>	<u>FAX</u>
New Smyrna Association	386.428.2104	<a href="mailto:staff@nsbboard.com">staff@nsbboard.com</a>	386.426.6564
Orlando Regional	407.253.3580	<a href="mailto:membership@orlandorealtors.org">membership@orlandorealtors.org</a>	407.293.6083
Osceola County Association	407.846.0117	<a href="mailto:membership@osceola-realtors.com">membership@osceola-realtors.com</a>	407.846.0217
West Volusia Association	386.774.6433	<a href="mailto:info@westvolusiarealtor.org">info@westvolusiarealtor.org</a>	386.774.7422

**For Daytona Beach Association (DBAAR)  
SUPRA Co-op Requests – See Page 2**

**For Northeast Florida Association (NEFAR)  
SUPRA Co-op Requests – See Page 3**

Please fill out completely and fax or email to each Association you would like access to:

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Firm Phone: \_\_\_\_\_ Agent Cell Phone: \_\_\_\_\_

Agent E-Mail Address: \_\_\_\_\_

**YOUR** SUPRA Key Serial Number: \_\_\_\_\_ SUPRA Pin Code: \_\_\_\_\_

### **Instructions --**

1. **Fax or E-Mail to each Association you have checked above.** Your request will be processed as quickly as possible. However, given varying Association workloads, please allow up to 72 hours for a routine request to be processed. If you need immediate access, call that Association to arrange.
2. **Important:** If you change your Key or PIN number, you must notify the cooperating Association(s) promptly or your key will no longer work in that Association.
3. After you are notified by the cooperating Association that your key access has been set up, **you must perform an update** before the key will function in that Association.

Signature \_\_\_\_\_

Date: \_\_\_\_\_



# Daytona Beach Area ASSOCIATION OF REALTORS®

## REQUEST FOR SUPRA KEY SYSTEM ACCESS

Name: \_\_\_\_\_ Agent NRDS# \_\_\_\_\_

Agent's Primary Association: \_\_\_\_\_

Agent Phone: \_\_\_\_\_

Agent Email: \_\_\_\_\_

Firm: \_\_\_\_\_ Firm NRDS#: \_\_\_\_\_

Firm Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Firm Phone: \_\_\_\_\_ Firm FAX: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

Supra Key #: \_\_\_\_\_ PIN: \_\_\_\_\_

Type: ☐ Ekey ☐ Dkey ☐ Akey

Your coop key access will remain active provided you maintain an active primary membership in a REALTOR® Association that has a compatible Supra lockbox system. A change of primary association membership requires you to immediately notify DBAAR or your access may be terminated.

**Daytona Beach Area Association of REALTORS® (DBAAR) protocol requires that all showing appointments be made through the listing office or listing agent prior to showing a property, even if it is vacant. Violation of this protocol or inappropriate access by you with your key access may cause your DBAAR Supra key system coop access to be immediately terminated without any further notice.**

By my signature below, I acknowledge that I have read and agree to abide by all DBAAR rules and regulations concerning use of this coop key access and supra lock box system.

By: \_\_\_\_\_

Signature

Date: \_\_\_\_\_

**Daytona Beach Area Association of REALTORS® (DBAAR)**

rtupy@daytonarealtors.org

Office (386) 677-7131 Fax (386) 677-7429

1716 Ridgewood Ave. Daytona Beach, FL 32117



7801 Deercreek Club Rd, Jacksonville, FL 32256 / (904) 394-9494, ext. 1602

**Membership@NEFAR.org**

## Request For Supra Key System Co-Op Access

Type of Key Access Requested: ☐ eKEY ☐ Active Key

Provide the name of the Realtor association in which you are a primary member:

Name \_\_\_\_\_

License # \_\_\_\_\_ NRDS # \_\_\_\_\_

Supra Key # \_\_\_\_\_ PIN # \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

City, State \_\_\_\_\_ Zip \_\_\_\_\_

Firm Phone (     ) \_\_\_\_\_ Cell Phone (     ) \_\_\_\_\_

Email \_\_\_\_\_

Access is granted as a courtesy. Your co-op key access will remain active provided you maintain an active primary membership in a Realtor association that has a compatible Supra lockbox system. If you change your primary Realtor association membership, notify NEFAR immediately. Failure to do so may result in termination of your NEFAR access.

Your request will be processed as quickly as possible, typically within two work days. During periods of high work volume, please allow up to 72 hours.

**Northeast Florida Association of Realtors (NEFAR) requires that all showing appointments be made through the listing office or listing agent prior to showing a property, even if it is vacant. Violation of this protocol or inappropriate access by you may cause your NEFAR Supra key system co-op access to be terminated without notice.**

By my signature below, I acknowledge that I have read and agree to abide by all NEFAR rules and regulations concerning use of this co-op key access and Supra lockbox system.

Signature \_\_\_\_\_ Date \_\_\_\_\_

eff. 10-22-18