

## Emergency Key Authorization Form

**(use only for Defective Keys or SentiLock System Failure)**

If you are having difficulty with your Sentricard, the first step **must** be a call to SentiLock: 1-877-736-8745. RAYAC receives notice and information on these calls.

If your Sentricard is determined to be damaged or defective (**not terminated or lost**), you may borrow a key from another key holder in your company only if this form is completed and returned to RAYAC **with the defective Sentricard within two business days of the call to SentiLock.**

**Name of Key Holder with Defective Key:**

\_\_\_\_\_  
(Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date key borrowed**

\_\_\_\_\_  
**Time**

**Name of Key Holder from whom you borrowed key:**

\_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Signature

**Designated REALTOR®/Manager/Owner of Affiliated Business**

**Signature:** \_\_\_\_\_

**Failure to follow the above instructions by the key holders (borrower and/or lender) is a violation of the Lockbox Rules & Regulations of the REALTORS® Association of York & Adams Counties and is subject to sanctions at the discretion of the Lockbox Committee or Professional Standards Hearing Panel.**