

Realtors® Association of York & Adams Counties
901 Smile Way, York, PA 17404 717-843-7891 Fax: 717-854-0720
ADMIN-KEY LEASE AUTHORIZATION

It is hereby agreed among the REALTORS® Association of York & Adams Counties, Inc.

_____ of _____
Designated Realtor®-BROKER *Business Name*

_____ and _____
Office Branch/Location *Name of Key Holder*

1. **PIN Number.** This is the code I would like to have for my key card _____.

a. (4-digit pin cannot start with zero, cannot be consecutive digits, and cannot be repeating digits.)

2. **PASSWORD.** This is a code I would like to have to access the SentiLock website and SentiSmart Mobile App. _____.

a. The password must be at least six characters, including an uppercase letter, a lowercase letter and at least 1 number.

3. **KEY TRAINING.** As a new keyholder with the association, I agree to review all Lockbox training videos within 5 business days of receiving Lockbox Access. I agree to abide by all Lockbox Rules and Regulations governing the use of key cards, lockbox access and one day codes. _____

Initials

4. **PAYMENT.** Payment for service and key (if applicable) are due with this application. These payments are nonrefundable. Annual fees will be billed to and are the responsibility of the Key Holder.

5. **TITLE OF KEY.** Issuance of key shall not in any way convey ownership to holder.

6. **NO LOAN OF KEY.** Holder shall not loan their key to any person except as provided for within the Emergency Key Authorization Form. Nor shall a key holder borrow a key from another key holder except as provided within the Emergency Key Authorization Form. _____

Initials

7. **LOSS OF KEY.** In the event holder loses the key, holder shall notify RAYAC immediately and promptly thereafter provide a signed statement as to all the facts surrounding the loss. A new key shall be issued to holder only upon the payment of replacement costs.

8. **MISUSE OF KEY.** Holder acknowledges that access to lockboxes in no way permits them to show properties to a potential buyer. Any person with Admin Lockbox Access representing themselves as a real estate licensee is in violation of the Lockbox Rules & Regulations and is subject to sanctions _____, as is the Designated REALTOR _____.

Key Holder
Initials

Designated REALTOR

9. INDEMNIFICATION. Holder covenants and agrees to indemnify and hold RAYAC harmless from any and all liability obligations, or demands against RAYAC including, but not limited to, any and all liability, including attorneys' fees, incurred by RAYAC as a result of damage or injury to premises or persons or loss of property from the premises arising out of the entry by holder or any other person into any premises by use of the key.

10. DR RESPONSIBILITY. Designated REALTOR® shall notify RAYAC should the licensee/employee terminate his/her relationship for whatever reason. Designated REALTOR® agrees that he/she is jointly and severally liable with holder for all duties, responsibilities, and undertakings of holder under this Agreement.

11. KEY RECEIPT. Holder hereby acknowledges receipt of Key# _____
RAYAC will fill in

12. Team. Key Holder assists a REALTOR Team led by _____
Name of REALTOR-Team Leader

DATE: _____

Key holder's Signature

preferred phone#

e-mail address

Designated REALTOR®(Broker)'s Signature

Realtor Team Leader Signature