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**REALTORS® Association of York & Adams Counties  
901 Smile Way, York, PA 17404 717-843-7891 Fax 717-854-0720**

**KEY LEASE AUTHORIZATION**

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

\_\_\_\_\_ of \_\_\_\_\_  
**Designated REALTOR®- BROKER** **Company Name**

\_\_\_\_\_ and \_\_\_\_\_, as follows:  
**Office Branch / Location** **Key Holder (name of agent)**

1. **KEY CODE.** 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 the password I would like to have to access the SentriSmart Mobile App and Sentrilock Website. \_\_\_\_\_

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

3. **KEY TRAINING.** As a new keyholder with the association, I agree to review the Lockbox training video 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 non-refundable.

5. **TITLE TO 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 if they show an occupied or vacant property using a key contained in a Lockbox without first receiving permission of the listing office or permission from the seller if MLS showing instructions so provide, holder is in violation of the Lockbox Rules & Regulations and is subject to sanctions. \_\_\_\_\_

**Initials**

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*

DATE: \_\_\_\_\_

\_\_\_\_\_  
**Key holder's Signature** **Designated REALTOR® (Broker)'s Signature**

\_\_\_\_\_  
**Key holder's preferred phone #** **Key holder's e-mail address**