

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

**Lockbox Rental Program**

It is here by agreed among the Realtors® Association of York & Adams Counties, Inc.

\_\_\_\_\_ of \_\_\_\_\_  
*Designated Realtor® - BROKER Business Name*

\_\_\_\_\_ and \_\_\_\_\_  
*Office Branch/Location Name of Agent*

1. Lockbox Serial Number: \_\_\_\_\_
2. MLS Number (if known): \_\_\_\_\_
  - a. If MLS# not known, date to be placed in Bright MLS: \_\_\_\_\_
3. Listing Address: \_\_\_\_\_
4. **REGULATIONS:** I agree to review the lockbox rules and regulations governing the use of key card and Mobile App lockbox access within 5 business days of renting lockbox. \_\_\_\_\_  
*Initials*
5. **RETURN OF LOCKBOX:** The Lockbox must be returned to RAYAC within 10 business days of the listing closing or expiration. If the agent fails to return the Lockbox as stated above, the credit card used to rent the Lockbox will be charged for the entire cost of replacing the Lockbox. \_\_\_\_\_  
*Initials*
6. **BROKER GUARANTEE:** The agent's Broker will be held liable for the costs of replacing the Lockbox should RAYAC be unable to collect the payment from the agent. \_\_\_\_\_  
*Brokers Initials*
7. **SHACKLE:** After closing or when the listing has expired, the agent will contact RAYAC for a shackle release code to remove the Lockbox from the listing and return the Lockbox.
8. **INDEMNIFICATION:** Renter 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 attorney's 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 renter or any other person into any premises by use of the key or mobile access. \_\_\_\_\_  
*Initials*

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

\_\_\_\_\_ Preferred Phone# \_\_\_\_\_  
*Renters Signature Renters Email Address*

\_\_\_\_\_ Brokerage Office Name & Address  
*Designated REALTOR® (Broker)Signature*