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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 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

2. **PAYMENT.** Payment for service and key (if applicable) are due with this application. These payments are non-refundable.

3. **NO LOAN OF KEY.** Holder shall not loan their key to any person. _____

Initials

4. **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

5. **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.

6. **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.

PA Real Estate Lic# _____

DATE: _____

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

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

Once this form is completed and signed, please email it to staff@rayac.com.