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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.:

Name: _____

Pennsylvania Real Estate License/Appraisal Certification Number: _____

Email: _____ Cell Phone Number: _____

Office Name _____ Office Phone Number _____

Office Address:

Street _____ City _____ State _____ Zip _____

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 KEYCARD OR MOBILE APP LOGIN CREDENTIALS.** Holder shall not under any circumstances loan a SentiCard to any person. Violators (both borrower and lender) are subject to a fine as stipulated in the most current version of the Lockbox Rules & Regulations. _____

Initials

4. **MISUSE OF KEYCARDS.** Holder acknowledges that if they show any property by means of a SentiCard 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. Keyholder acknowledges Designated REALTOR® is aware of their responsibilities. _____

Initials

By my signature below, I hereby acknowledge and understand that I must abide by the lockbox rules and regulations of the REALTORS® Association of York & Adams Counties.

Key holder's Signature

Date

Once this form is completed and signed, please email it to staff@rayac.com. Please allow up to 2 hours of processing during normal RAYAC business hours.