

**GREATER KALAMAZOO ASSOCIATION OF REALTORS®
SENTRILOCK SMART CARD/SYSTEM RULES
(Unlicensed Assistant Key Agreement)**

1. All Sentrilock Smart Cards and Lockboxes provided by the Association are, and will remain the property of the Greater Kalamazoo Association of REALTORS® (GKAR). This service is being provided for the use of authorized licensees and employees consistent GKAR and NAR rules, policy and regulations which can be changed or modified at any time.
2. In the event of a lost Smart Card, the key-holder will be required to pay \$25.00 for a new Smart Card, and \$50.00 for any subsequent replacement. A \$10.00 replacement cost will be charged for those Smart Cards damaged by the member, but which can still be offered to GKAR staff as proof of possession. Amounts are subject to adjustment at the discretion of the GKAR Board of Directors when necessary.

Cards that need to be replaced due to product defect can be exchanged at no charge.

3. Unlicensed Assistant acknowledges that it is necessary to maintain security of the Smart Card and Lock Box system to prevent its use by unauthorized person. Consequently, Unlicensed Assistant agrees:
 - a. To keep the assigned Smart Card in Unlicensed Assistant's possession or in a safe place at all times;
 - b. To not allow his/her personal identification number (PIN) to be kept with, attached to, or written on the Smart Card;
 - c. To not duplicate the Smart Card or allow any person to do so;
 - d. To not assign, transfer, or pledge the rights of the Smart Card, Lock Box or associated hardware/software;
 - e. To notify the Multiple Listing Service and Broker within 48 hours of the loss or theft of a Smart Card;
 - f. To follow the guidelines as prescribed by the National Association of REALTORS® and implemented and enforced by the Greater Kalamazoo Association of REALTORS®;
 - g. To recognize the responsibility to ensure the security of properties accessed through the use of a Lock Box.
 - h. Agrees that the failure to comply with aforementioned policies may result in a fine not to exceed \$1,000, suspension from participation in the system, or termination of this agreement.

The undersigned hereby agrees to the Greater Kalamazoo Association of REALTORS® Sentrilock Smart Card and Lockbox Rules and Fees and that fees and fines are subject to change in accordance with MLS Rules and Regulations and Policy and Procedures.

Name: _____

Office: _____

Smart Card Key Holder Signature (Date)

Designated REALTOR® Signature (Date)