



MID-STATE ASSOCIATION OF REALTORS KEYSAFE SYSTEM RULES AND REGULATIONS

Supra is the vendor for the Mid-State Association of REALTORS® KeyBox System. Participation in the System is open to members in good standing with an Association of REALTORS®, or applicants for membership to an Association of REALTORS®. Membership in the KeyBox System is voluntary. If you have chosen to participate you must complete appropriate paperwork and pay certain fees. You are entitled to KeyBoxes and an electronic key only as long as you remain a member in good standing of an Association of REALTORS® and abide by the rules and regulation governing the KeyBox System and an Association of REALTORS®.

To Obtain KeyBoxes:

KeyBoxes are leased or purchased by a REALTOR® or an authorized agent through the Mid-State Association of REALTORS®. An order form plus payment must accompany each KeyBox order. KeyBoxes purchased are the property of individual Participant.

To Obtain ActiveKeys:

ActiveKEYS are leased by the Mid-State Association of REALTORS® to authorized agents. ActiveKEYS are the property of the Mid-State Association of REALTORS®. A lease agreement must be submitted, signed by the member. (Members of other Associations must provide a letter of good standing from their Association before a key will be leased.) Billing is done twice a year, in June and January. New ActiveKeys issued after the original billing date will be prorated on a monthly basis. EKeys are purchased by the individual agents. The service fee associated with the EKey is paid directly to Supra Products Inc.

Electronic key holders shall exercise due diligence in the maintenance of their electronic key, shall not divulge their Personal Identification Number (PIN) to anyone, and shall not duplicate or attempt to duplicate their Key. Divulging your PIN number or lending your key will result in a fine up to but not exceeding \$1,000. By participating in the system, Participant agrees to abide by the rules and Regulations set forth herein.

To Obtain Replacement Keyboxes or ActiveKeys

Defective KeyBoxes or ActiveKeys will be replaced within the one year warranty period. Contact the Mid-State Association of REALTORS® for instructions. Keys will be replaced by the Association after an RMA (Return Merchandise Authorization) Number has been obtained by the Participant through Supra Products Inc.

If your ActiveKey is Lost or Stolen:

You must notify the Mid-State Association of REALTORS® and it is highly recommended that you notify the police department within 24 hours of loss. Failure to notify the Association will result in a fine of up to \$500.

A letter stating the circumstances, the date of loss and a copy of the police report (or the case number and name and phone number of the office involved, if applicable) must be submitted to the Mid-State Association of REALTORS®. A new lease agreement must be submitted. A new ActiveKey will be issued at the cost of \$249. Replacement of a second key will be at the cost of the current key plus a \$100 fine. Loss of a third key could result in suspension from the KeyBox System and a fine of up to \$1,000.

Fines and Penalties:

When the Mid-State Association of Realtors imposes any fine or penalty under these rules and Regulations, it shall do so by written notice to the REALTOR® stating the regulation violated and the amount of the penalty. The Participant shall have seven (7) days from the date of said written notice to appeal such fine or penalty to the Mid-State Association of REALTORS® Board of Directors by written notice of such appeal. If no such appeal is taken, the fine or penalty shall be deemed final. In the even an appeal is taken, the Participant shall state in its notice of appeal the reason why the fine or other penalty should be waived in whole or in part. The Mid-State Association of REALTORS® Board of Directors shall have the right to review or waive, in whole or in part, any and all of the fines and penalties. In performing such review, the Board of Directors may, but shall not be require to, provide the right for Participant to be heard in person in addition to the Participant's written explanation. The Board of Director shall give the Participant written notice of its decision which shall be final.

Security:

Your ActiveKEY/eKEY contain your Personal ID Number (PIN). Each time you open a KeyBox, your signature number is imprinted internally in the KeyBox. It is a violation of the Mid-State Association of REALTORS® Key box Rules and Regulations to loan, assign or transfer your electronic key. Violation of these rules will result in one or all of the following:

1. Immediate invalidation of your ActiveKey Electronic Key
2. An assessment to be determined by the Mid-State Association of REALTORS® plus any actual (liquidated) damages as a result of your negligence.
3. Mid-State Association of REALTORS® reserves the right to pursue any other legal remedies. In the event a keyholder loans, assigns, or transfers his/her key, the holder will be held liable for any expense necessary to reestablish the security of the KeyBox System.
4. Suspension from the KeyBox System and or a fine of \$500 for the first occurrence, up to \$1,000 foe each subsequent occurrence. If a key is lost more than twice, re-issue of an electronic key will have to be by special approval of the Mid-State Association of REALTORS board of Directors.

Change of Office:

Upon joining a new office, a letter to this effect signed by the Broker/DR must be mailed or faxed to the Mid-State Association of REALTORS® within 5 days.

Listing Procedures:

Written authorization from the property owner to the Listing Broker is required prior to placement of a KeyBox on a property. This authorization appears in the listing agreement. If the statement is not included in the listing agreement utilized by your firm, an additional Addendum must be used. Failure to do so will result in a fine.

Showing Procedure:

Participants of the KeyBox system are only authorized under certain conditions to open KeyBoxes under terms specified by the Listing Broker. Cooperating Brokers and their sales licensees functioning as subagents of the Listing Broker as well as REALTORS® functioning as agents of potential buyers, (who must disclose their agency status prior to arranging appointments) must contact the Listing Broker to arrange appointments to show a listed property, unless the Listing Broker has given specific permission to show the property without first contact the Listing Broker. Failure to contact Listing Broker could result in an Ethics Complaint and/or fine of up to \$1,000.

Before leaving a property, the showing agent will make sure that the premises are left secure, all lights are turned off and any mechanical systems tested are returned to their original state, and the key is placed back into the Keybox.

Consent to the Rules and Regulations:

By participating in the System, the Participant agrees to abide by the Rules and Regulations. The Rules and Regulations are subject to modification and amendment, which modification or amendment shall be provided to the Participant prior to their effective date.