

LYNCHBURG ASSOCIATION OF REALTORS®

Supra® IBox BT Transfer Form

Contact:
Wanda@lynchburgvarealtors.com
(P) 434-385-8760

Titled Lockbox Owner Information

Name (please print) _____ Agent ID # _____

Firm Name _____ Agent phone # _____

The following lockbox(s) are being transferred to the agent listed below: (list lockbox serial numbers)

Signature _____ Date _____

New Lockbox Owner Information

Name _____ Agent ID# _____

Firm Name _____ Agent phone # _____

Shackle Code(s) Requested: _____

(Note: Lockboxes must be brought to the LAR office to have the shackle code(s) reprogrammed. If you have the eKEY on your phone, you may reprogram it yourself.)

Program for:

24 hour access [] Limited access (7a - 8p EST; 8a - 9p EDT) [] Other []

Activate a "Call Before Showing" (CBS) code? No [] Yes []

(Note: A "call before showing" or CBS code manages KeyBox access by requiring the showing agent to call for authorization before opening the KeyBox. Lockboxes must be brought to the LAR office to have the CBS code(s) changed/activated/deactivated. If you have the eKEY on your phone, you may reprogram it yourself.)

By signing below, the new lockbox owner acknowledges receipt of the lockboxes referenced above and agrees to abide by the Lynchburg Association MLS Rules and Regulations.

Signature _____ Date _____

For Office Use: Received By: _____ Date: _____ Received by email: _____

Processed By: _____ Date: _____