



SentriLock™ Electronic Lockbox (ELB) Order Request

PLEASE NOTE: Prior to placing your order, it would be in your best interest to attend training or watch a webinar on how to use our SentriLock™ ELBs.

****Before ELBs can be issued to you by Realcomp, your SentriLock™ account must be activated. Please be sure to locate the account activation Email that was sent to you by SentriLock™ and complete your account activation. Contact our Customer Care at 866.553.3430 if you need this Email resent.****

REQUESTING AGENT INFORMATION

All information is required. Please return completed form to lockboxes@realcomp.com.

NAME: _____ AGENT ID: _____
EMAIL: _____ PHONE: _____
OFFICE: _____ OFFICE ID: _____

NUMBER OF ADDITIONAL ELBs REQUESTED(SEE BELOW): _____

REQUIREMENTS: Listing must be entered in RCO3 using the Input tab with Access indicating either "Lockbox" or "Appointment/Lockbox." Your ELBs in possession + number of ELBs ordered cannot exceed listing inventory.

We will do our best to fill every order, however, orders are not guaranteed if submitted less than 24 hours in advance.

LIMITED PICK UP* Pickup Date Requested: _____ Preferred Time: _____

***Realcomp is offering curbside pickup by appointment on Tuesdays and Fridays from 10am-12pm. We will contact you once your order is submitted.**

-OR-

SHIP[†]: UPS Ground (We ship Tuesdays and Fridays only. Orders typically arrive by end-of-day the following day.)

[†]Subject to UPS shipping fees & a \$2 handling fee.

If Shipping is chosen, please provide delivery address:

I certify I have read and agree to the Realcomp Electronic Lockbox User Agreement. This agreement can be found on www.realcomp.com.

◆ I understand SentriLock™ Electronic Lockboxes are the property of Realcomp and upon inactivation of my Realcomp MLS services I must return the lockbox to either Realcomp or my Broker/Designated REALTOR®. ◆

If I have chosen to have Realcomp ship my order, I understand the shipping and handling fees will be invoiced to me and must be paid before Realcomp will ship my order. Once payment is made my order will take 1-3 days to receive.

REQUESTING AGENT SIGNATURE

DATE

If you are planning to send a courier to pick up ELBs on your behalf, be sure to complete and return Realcomp's SentriLock™ Equipment Proxy Agreement before doing so. This form may be found on www.realcomp.com.

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