



SentriLock Electronic Lockbox (ELB) Order Request

PLEASE NOTE: Prior to placing your order, it would be in your best interest to 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.****

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 (**MUST** MEET REQUIREMENTS BELOW): _____

REQUIREMENTS: Listing(s) must be entered in RCO3 with Access indicating either "Lockbox" or "Appointment/Lockbox." Your ELBs in possession + number of ELBs ordered cannot exceed your 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 (10a-12p): _____

***Realcomp is offering pickup on Tuesdays and Fridays only from 10am-12pm. An appointment must be scheduled. 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 your desired 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 the SentriLock Electronic Lockboxes are the property of Realcomp and must be returned to Realcomp or to my Broker/Designated REALTOR® upon the inactivation of my Realcomp MLS account.

I understand that for Realcomp to best manage its electronic lockbox service and maintain its current service levels, it needs to ensure its lockbox inventory is being utilized as intended--as well as possible--while remaining fiscally responsible. As such, I may be asked to transfer one or more unused lockboxes in my possession to an associate in need.

Initials
Required

I also understand electronic lockboxes should never be discarded, for any reason, and that I am responsible for contacting Realcomp to arrange for a lockbox to be returned, exchanged, or serviced (i.e., low battery, shackle not opening, etc.). Failure to do so could result in a \$120 equipment recovery charge per lockbox being assessed to me.

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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