



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.****

REQUESTING AGENT INFORMATION

All information is required. Please return completed form to katie@nocbor.com

NAME: _____

AGENT ID: _____

EMAIL: _____

PHONE: _____

OFFICE: _____

NUMBER OF ADDITIONAL ELBS REQUESTED (MUST MEET REQUIREMENTS 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.

You will be notified via Email within 24 hours when your ELB is ready for pick up at NOCBOR.

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.

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 or nocbor.com

(This Section is for Office Use Only): _____