

Sentri Lock Program Overview

Sentri Lock Program is the name of the keybox program adopted by SCAOR in 2006. The program is a function of the MLS Committee; therefore, the rules and regulations are contained in the MLS Policy section 17 and SCAOR By-Laws Article XVIII.

Required Agreements for KeyBox program:

SCAOR uses the term KeyBox and LockBox interchangeably in the description of the lock box program. Sentri Lock and Sentri Smart Card is the specific equipment and service provider selected by SCAOR.

I. The program requires a Participant to complete a “ **SCAOR LockBox Program, Sussex County MLS Participant Agreement**. “ Participants agree to:

- A. Ensure compliance and usage with the Rules and Regulations.
- B. Conduct audits as requested by SCAOR.
- C. Enforce Sentri Lock usage only policy.
- D. Replace lost or stolen boxes.
- E. Return boxes as requested by SCAOR.
- F. Maintain box allocation based on 85% of brokers Sussex County residential listings.
- G. Brokers that opt out of participation in the LockBox program, must pay as a new office after 3 months. (November 2006– January 2007)
Once the MLS Participant has signed the agreement, then the agreement between SCAOR, the Participant, and the Subscriber may be completed.

II. Agreement between SCAOR, the Participant(Broker of Record), and the Subscriber(agent). This is a three way agreement between the Participant, the subscriber, and SCAOR. The agreement, “**Sussex County Association of REALTORS® MLS SentriLock Smart Card Authorized User Agreement**”, contains the Participant’s Responsibilities. The agreement is signed and retained by SCAOR.

FEES and COST Structure for the LockBox Program:

- I. MLS quarterly dues must reflect the following fees on the statement:
Sentry Lock Card services: \$16.62
MLS Fees: \$54.00
Total MLS fees: \$70.62
The SentryLock card fee has been waived by SCAOR.

- II. MLS Participants as of October 2006 were included in the program at no initiation fee; however, if Participants did not opt in the program by January 31, 2007 they would be considered "new applicants" for the program.

- III. Fee Structure for Participants:
 - A. Elects participation after January 2007: \$250.00
 - B. Elects participation after April 2007: \$500.00
 - C. Elects participation after July 2007: \$750.00
 - D. Elects participation after October 2007: \$1,000.00

Participants receive one card reader for the office and are allocated boxes for 100% of their current residential listings in the MLS.

- IV. Fee Structure for Subscribers:
 - A. Subscribers after October 2006 will pay an additional \$25.00 MLS Initiation fee. The total MLS fee is \$125.00
 - B. Agent transfer fee will occur if agent transfers from one office to another. \$10.00

Understand that NAR prohibits SCAOR from making the lockbox program mandatory. Brokers may make this mandatory in their offices.

- V. Replacement Costs (this is subject to change)
 - A. Replacement Cards (either lost or stolen) minimum fee: \$ 25.00
 - B. Assistant Cards: \$ 10.00
 - C. Home Card Readers \$ 60.00
 - D. Office Card Readers \$ 70.00
 - E. Lock Box \$100.00
 - F. Batteries \$ 10.00

APPRAISERS:

If the Lockbox system is an activity of an association of REALTORS®, then every REALTOR® and REALTOR-ASSOCIATE® and every non-principal broker, sales licensee, and licensed or certified appraiser *affiliated with a REALTOR®*, shall be eligible to hold a key subject to their execution of a lease agreement with SCAOR.

CLERICAL STAFF:

Office staff who are licensed real-estate agents may not be “waivered” in the MLS; therefore, they must satisfy all requirements of a subscriber as aforementioned.

Office staff and/or personal assistants may not have a LockBox key. Codes may be issued to provide access. Refer to NAR guidelines and rules.

What if:

The Broker does not opt in the program?

- 1) subscribers may receive a key at no cost.
- 2) subscribers would need to purchase a card reader for updates

The Subscriber is not a primary member of SCAOR?

- 1) must appear in person with photo id to obtain a Senti-Card