

How to Schedule an Appointment to Join

1. Call the Membership Services Department at 408.445.8500 to schedule an in-office appointment between 9 a.m. and 3 p.m. Monday to Friday. We are flexible in working with your timetable. Allow one hour for the appointment. We are located at 1651 N. First Street, San Jose, CA 95112.
2. Fax your completed application, with your broker's signatures if required, to 408.493.4466 at least 24 hours prior to your appointment.
3. If you are unable to make your appointment, please call the Membership Services Department to reschedule at 408.445.8500.
4. Transferring your Active Primary Membership to SCCAOR will require payment of SCCAOR dues and a Letter of Good Standing confirming your NAR and C.A.R. dues are paid and you are in compliance with the NAR Code of Ethics. There is no processing fee for transferring primary membership.
5. You must bring your original application to your appointment.
6. **Dues:** Santa Clara County Association of REALTORS[®] dues are prorated from the month you join through December of that year. See Page 3, Chart D for MLSListings, Inc. fees. **Payments for SCCAOR and MLSListings, Inc. must be made in TWO separate transactions.** SCCAOR accepts all forms of payment for membership and key service. MLSListings, Inc. accepts only American Express, Visa, MasterCard, checks, or money orders. Please refer to the fee schedule on pages 3 and 4 for the type of membership you are applying for.
7. It is mandatory to come in person to activate an eKey or lease a DisplayKey. Please be sure to include a four-digit PIN code as your personal access code for your Supra Key (See Page 9). **You are required to be an active member of MLSListings, Inc. to have an active key.**

All applicants must apply for and maintain the same type of membership as their firm's broker and/or MLSListings Participant.

For REALTOR® Membership:

- The Broker of Record signs your application as the Designated REALTOR® and MLSListings Participant. If you are not the Broker of Record, please obtain these signatures.
- If you are applying for a key, please indicate if you are obtaining an eKey or DisplayKey. See Page 5 for options and instructions.
- For REALTOR® Membership fees, see Chart A on Page 3. For MLSListings fees, see Chart D on Page 3.

For Secondary REALTOR® Membership (or Secondary Membership):

- You must be a REALTOR® member with an association of REALTORS® already.
- The Broker of Record signs your application as the Designated REALTOR® and MLSListings Participant. If you are not the Broker of Record, please obtain these signatures.
- If you are applying for a key, please indicate if you are obtaining an eKey or DisplayKey. See Page 5 for options and instructions.
- For Secondary Membership fees, see Chart B on Page 3. For MLSListings fees, see Chart D on Page 3.

For MLS-Only Membership:

- The Broker of Record signs your application as the Designated REALTOR® and MLS Participant. If you are not the Broker of Record, please obtain these signatures.
- You can apply for MLS-Only Membership only if your broker is NOT a member of an Association. If your broker is a REALTOR® Member, you must apply for REALTOR® Membership.
- If you are applying for a key, please indicate if you are obtaining an eKey or DisplayKey. See Page 5 for options and instructions.
- For MLS-Only Membership fees, see Chart C on Page 3.

For Affiliate Membership:

- Affiliate Membership is for individuals or companies that provide services to real estate professionals. If you practice real estate, you are not eligible for Affiliate Membership.
- As an Affiliate applicant, you do not need to obtain signatures of a Broker/Designated REALTOR®.
- Please indicate what type of services you offer on Page 8.
- For Affiliate Membership fees, see Chart E or F on Page 4.

For Appraiser Membership:

- Fill out the application, including the Key Safe Agreement on Page 5.
- If you work under another Appraiser, please have the Appraiser sign your application as the Broker/Designated REALTOR®.
- If you are applying for a key, please indicate if you are obtaining an eKey or DisplayKey. See Page 5 for options and instructions.
- For Affiliate Membership fees, see Chart G on Page 4. For MLSListings fees, see Chart D on Page 3.

A. Primary REALTOR® Membership Fees

Joining In	CAR	NAR	NAR Awareness Campaign	SCCAOR	CAR & SCCAOR Processing Fees	Total	DisplayKey Usage Fee	DisplayKey Deposit	Total With DisplayKey
Jan	\$184.00	\$120.00	\$35.00	\$99.00	\$130.00	\$568.00	\$185.00	\$125.00	\$878.00
Feb	\$168.67	\$110.00	\$35.00	\$99.00	\$130.00	\$542.67	\$185.00	\$125.00	\$852.67
Mar	\$153.33	\$100.00	\$35.00	\$99.00	\$130.00	\$517.33	\$185.00	\$125.00	\$827.33
Apr	\$138.00	\$90.00	\$35.00	\$99.00	\$130.00	\$492.00	\$138.75	\$125.00	\$755.75
May	\$122.67	\$80.00	\$35.00	\$99.00	\$130.00	\$466.67	\$138.75	\$125.00	\$730.42
Jun	\$107.33	\$70.00	\$35.00	\$99.00	\$130.00	\$441.33	\$138.75	\$125.00	\$705.08
Jul	\$92.00	\$60.00	\$35.00	\$99.00	\$130.00	\$416.00	\$92.50	\$125.00	\$633.50
Aug	\$76.67	\$50.00	\$35.00	\$99.00	\$130.00	\$390.67	\$92.50	\$125.00	\$608.17
Sep	\$61.33	\$40.00	\$35.00	\$99.00	\$130.00	\$365.33	\$92.50	\$125.00	\$582.83
Oct	\$46.00	\$30.00	\$35.00	\$99.00	\$130.00	\$340.00	\$46.25	\$125.00	\$511.25
Nov	\$30.67	\$20.00	\$35.00	\$99.00	\$130.00	\$314.67	\$46.25	\$125.00	\$485.92
Dec	\$15.33	\$10.00	\$35.00	\$99.00	\$130.00	\$289.33	\$46.25	\$125.00	\$460.58

B. Secondary Membership Fees

	SCCAOR	DisplayKey Deposit	Display Key Usage
Jan	\$99.00	\$125.00	\$185.00
Feb	\$99.00	\$125.00	\$185.00
Mar	\$99.00	\$125.00	\$185.00
Apr	\$99.00	\$125.00	\$138.75
May	\$99.00	\$125.00	\$138.75
Jun	\$99.00	\$125.00	\$138.75
Jul	\$99.00	\$125.00	\$92.50
Aug	\$99.00	\$125.00	\$92.50
Sep	\$99.00	\$125.00	\$92.50
Oct	\$99.00	\$125.00	\$46.25
Nov	\$99.00	\$125.00	\$46.25
Dec	\$99.00	\$125.00	\$46.25

C. MLS-Only Fees

	One Time Processing Fee	DisplayKey Deposit	Display Key Usage
Jan	\$200.00	\$125.00	\$240.00
Feb	\$200.00	\$125.00	\$240.00
Mar	\$200.00	\$125.00	\$240.00
Apr	\$200.00	\$125.00	\$180.00
May	\$200.00	\$125.00	\$180.00
Jun	\$200.00	\$125.00	\$180.00
Jul	\$200.00	\$125.00	\$120.00
Aug	\$200.00	\$125.00	\$120.00
Sep	\$200.00	\$125.00	\$120.00
Oct	\$200.00	\$125.00	\$60.00
Nov	\$200.00	\$125.00	\$60.00
Dec	\$200.00	\$125.00	\$60.00

D. MLSListings, Inc Fees

One Time Processing Fees		Access Fees		Broker Total	Agent Total
Subscriber/Agent	\$200.00	Annual	\$54 x 12 months	\$648.00	\$948.00
Participant/Broker	\$300.00	Semi-Annual	\$60 x 6 months	\$360.00	\$660.00
		Quarterly	\$66 x 3 months	\$198.00	\$498.00

For MLSListings, Inc., payment options are American Express, VISA, MasterCard, checks, or money orders.
Make your payments to MLSListings, Inc.

E. Affiliate Membership Fees

+Deluxe Affiliate membership provides FREE Tech Support, which includes virus and malware removal (in most cases without data loss), hardware repair and upgrades, software installation or repair, and more.

	Full Year	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL DUE	
Local Dues	\$100.00	\$75.00	\$50.00	\$25.00		
Enhanced	\$224.00	\$168.00	\$112.00	\$56.00		
Processing Fees	\$50.00	\$50.00	\$50.00	\$50.00	Processing FEE	\$50.00
C.A.R. Dues *	\$135.00	\$101.25	\$67.50	\$33.75	C.A.R. Dues	
C.A.R. Processing *	\$30.00	\$30.00	\$30.00	\$30.00	C.A.R. Processing	
Political Survival*	\$49.00	\$49.00	\$49.00	\$49.00	Political Survival	
SCCAOR Foundation*	\$25.00	\$25.00	\$25.00	\$25.00	SCCAOR Foundation	
*Optional C.A.R. Political Contribution					TOTAL PAID	

F. Affiliate Large Firm Membership

	Full Year	2 nd Quarter	3 rd Quarter	4 th Quarter	TOTAL DUE	
Corporate	\$500.00	\$375.00	\$250.00	\$125.00		
Individual (Local)	\$50.00	\$37.50	\$25.00	\$12.50		
Enhanced	\$224.00	\$168.00	\$112.00	\$56.00		
C.A.R. Dues *	\$135.00	\$101.25	\$67.50	\$33.75	C.A.R. Dues	
C.A.R. Processing *	\$30.00	\$30.00	\$30.00	\$30.00	C.A.R. Processing	
Political Survival*	\$49.00	\$49.00	\$49.00	\$49.00	Political Survival	
SCCAOR Foundation*	\$25.00	\$25.00	\$25.00	\$25.00	SCCAOR Foundation	
*Optional C.A.R. Political Contributions					TOTAL PAID	

G. Appraiser Membership Fees

	Processing	SCCAOR	DisplayKey Deposit	Display Key Usage
Jan	\$50.00	\$224.00	\$125.00	\$185.00
Feb	\$50.00	\$224.00	\$125.00	\$185.00
Mar	\$50.00	\$224.00	\$125.00	\$185.00
Apr	\$50.00	\$168.00	\$125.00	\$138.75
May	\$50.00	\$168.00	\$125.00	\$138.75
Jun	\$50.00	\$168.00	\$125.00	\$138.75
Jul	\$50.00	\$112.00	\$125.00	\$92.50
Aug	\$50.00	\$112.00	\$125.00	\$92.50
Sep	\$50.00	\$112.00	\$125.00	\$92.50
Oct	\$50.00	\$56.00	\$125.00	\$92.50
Nov	\$50.00	\$56.00	\$125.00	\$92.50
Dec	\$50.00	\$56.00	\$125.00	\$92.50

SUPRA eKey:

Make your Smartphone your lockbox key and carry only one device! eKey is an 'app' that turns your Smartphone into your lockbox key. See the Smartphone **certified device list** at <http://utcfswiresecurityproducts.com/index.html> that can turn into your lockbox key. To download the eKey 'app':

iPhone – Select 'App Store' icon, select Search and search for Supra eKEY, select the app, & tap Install
Android – Select 'Market' icon, select Search and search for Supra eKEY, select the app, & tap Install
BlackBerry – On your phone, open the internet browser, type www.ekeymobile.com and download

Key Type Comparison

	Display Key	eKey Basic Plan	eKey Professional Plan
Pricing	\$185 Usage Billed Annually by SCCAOR	\$22, billed monthly by SUPRA	\$35, billed monthly by SUPRA
Functionality	Basic lockbox functions	Basic lockbox functions available by application	Basic lockbox functions, plus MLS, maps, and showing activity
Additional Accessories	N/A	iPhone adapter required to open lockboxes. \$54.95 Needed to open lockboxes.	iPhone adapter required to open lockboxes. \$54.95 Needed to open lockboxes.

eKey Plans

	Basic	Professional
Open iBoxes	*	*
Read iBoxes at listings; view showing agent name and phone	*	*
Customize iBox access hours as you take the listing	*	*
Add business card, flyer, showing notes to iBox	*	*
Track iBox inventory and view settings on your device	*	*
Send showing feedback to listing agents when you update your key	*	*
View showing activity details on KIMweb	*	*
Retrieve specific MLS info wherever you are		*
MLS info and agent roster refreshed daily on your key device		*
View HotSheets		*
Search MLS five ways (Most used is Address Search)		*
Free Mapopolis maps linked to listings		*
Create and save buyer profiles and mini-CMA searches on device		*
View showing details and feedback on your device		*

Please be sure to have your Santa Clara County Association of REALTORS® application and your MLSListings, Inc application filled out. You will need BOTH applications to obtain a key.

Application for Santa Clara County Association of REALTORS®

I apply for the following category of membership:

<input type="checkbox"/> Designated REALTOR®	<input type="checkbox"/> Secondary Designated REALTOR®	<input type="checkbox"/> MLS Only
<input type="checkbox"/> REALTOR®	<input type="checkbox"/> Secondary REALTOR®	<input type="checkbox"/> Affiliate <input type="checkbox"/> Appraiser

1. Name: _____ Nickname _____
Circle one: Mr. Mrs. Miss. Ms.

2. Home Address _____ Zip _____ Date of Birth: _____
 Home Phone: () _____ Cell Phone: () _____ Personal Fax: () _____
 Preferred Phone: Home Office Cell Driver's License Number: _____ State: _____
 Last Four Digits of Social Security Number: _____
 Mother's Maiden Name: _____ or Your Birth place: _____
(This information will be used as verification of Identity when pin numbers or passwords are requested)

3. E-mail: _____ Personal Website _____

4. DRE License #: _____ Broker Salesperson Expiration Date: _____
 OREA Appraisers License # _____ Expiration Date: _____

Persons other than principles, partners, branch office manager or corporate officers of real estate or appraisal firms must remain employed by or affiliated with a Designated REALTOR® to be eligible for REALTOR® membership.

5. Name of Designated REALTOR® (Broker) _____ DRE # _____

6. Firm Name: _____
 Firm Address: _____
 Firm Phone: () _____ Fax: () _____
 Office email: _____ Website: _____
 Your Preferred Mailing Address: Office Home Your Preferred Fax: Office Home

7. Your Position: Agent Office Manager Principle Member Licensed Assistant

8. Are you currently or were you a member of a REALTOR® Association? YES NO

9. List all Boards/Associations of REALTORS® to which you **now** belong as a member:

10. List all Boards/Associations of REALTORS® to which you have **previously** belonged as a member:

11. If you are currently a member of another Association or have been in the past, please include your 9-digit NRDS/CAR member number: _____

SCCAOR OFFICE USE ONLY: Date: ___/___/___ Prepared by: _____

MEMBER # _____ KEY# _____ Deposit Do Not Call

OFFICE # _____ PIN # _____ Kim Key Presentation

NRDS # _____ Double Checked Language Letter of Good Standing

Have you ever been disciplined by any of the above Associations/Boards? YES NO

Have you ever been disciplined by the DRE? YES NO If yes, please attach copy of discipline

ASSOCIATION BYLAWS: I understand that the above statements are in addition to the Association Bylaws, to which I have also agreed. Violations of Association Bylaws may result in discipline, fines, and ultimate termination of membership. My actions may cause damage to the Santa Clara County Association of REALTORS® and the Association may pursue its legal remedies against me to recover such damages.

Initial _____

ARBITRATION AGREEMENT: (a) I hereby agree, for myself and the firm for which I act, to binding arbitration of disputes with any client by the Board/Association rules. (b) Further, I agree to binding arbitration in accordance with Board/Association rules, with any other member of this Board/Association.

Initial _____

USE OF THE TERM REALTOR® OR REALTOR-ASSOCIATE®: I understand that the professional designations REALTOR® and REALTOR-ASSOCIATE® are federally registered trademarks of the National Association of REALTORS® (“N.A.R.”) and use of these designations are subject to N.A.R. rules and regulation. I agree that I cannot use these professional designations until this application is approved, all my membership requirements are completed, and I am notified of membership approval in one of these designations. I further agree that should I cease to be a REALTOR® or REALTOR-ASSOCIATE®, I will discontinue use of the term REALTOR® or REALTOR-ASSOCIATE® in all certificates, signs, seals or any other medium.

Initial _____

NO REFUND: I understand that my dues and fees are non-refundable. In the event that I fail to maintain eligibility for membership for any reason under the Association Bylaws, including but not limited to discipline by the Association, I understand I will not be entitled to a refund of my dues and fees.

Initial _____

AUTHORIZATION TO RELEASE AND USE INFORMATION AND WAIVER: I authorize the Santa Clara County Association of REALTORS® or its representatives to verify any information on this application, including contacting any Board/Association/MLS, the DRE, current or past broker, or business associates. I further authorize any Board/Association /MLS in which I have been a member or MLS Participant or Subscriber to release all membership and disciplinary records to the Santa Clara County Association of REALTORS®. I further authorize the Santa Clara County Association of REALTORS® to use this information in determining further disciplinary sanctions. I waive any cause of action, including but not limited to, slander, libel, or defamation of character resulting from such verification, evaluation, or other processing of this application or use of information gathered by the Santa Clara County Association of REALTORS®, C.A.R., N.A.R., their agents, employees, committees, or members.

Initial _____

I hereby acknowledge receipt of the following:

***You will receive the Code of Ethics and Association Bylaws during your in-office appointment.**

Code of Ethics* Initial _____

Association Bylaws* Initial _____

I understand that by becoming and remaining a member of the Santa Clara County Association of REALTORS®, I agree to the Association Bylaws, as from time to time amended, including but not limited to all of the above.

I hereby acknowledge that I will attend the New Member Orientation class to maintain my SCCAOR membership. If I do not attend the New Member Orientation within 90 days of joining SCCAOR, my membership may be suspended.

I hereby acknowledge that I understand and agree to the MLS Listings, Inc. Key Safe Agreement on Page 9.

I hereby acknowledge that I understand and agree to the Key Etiquette information on Page 10.

I hereby acknowledge that I understand and agree to the SCCAOR Marketing Consent Form on Page 11.

I certify that the information given in this application is true and correct.

Signature of Applicant

Date

Signature of Designated REALTOR®

Date

BROKER SIGNATURE IS MANDATORY!!

Applications must have Broker's signature for processing to be complete.

For Affiliate Membership Applicants Only:

Company Service (s): Please check the appropriate box (s).

<input type="checkbox"/>	Accounting	<input type="checkbox"/>	Graphic Design	<input type="checkbox"/>	Pressure Washing Services
<input type="checkbox"/>	Advertising Services	<input type="checkbox"/>	Handyman Services	<input type="checkbox"/>	Print/Copy/Fax Services
<input type="checkbox"/>	Alarm Services	<input type="checkbox"/>	Hauling Services	<input type="checkbox"/>	Pro Organizer
<input type="checkbox"/>	Appliance Services	<input type="checkbox"/>	Health Services	<input type="checkbox"/>	Process Transactions
<input type="checkbox"/>	Appraisal Services	<input type="checkbox"/>	Heating & AC Services	<input type="checkbox"/>	Property Services
<input type="checkbox"/>	Auction Services	<input type="checkbox"/>	Home Builder	<input type="checkbox"/>	RE Associations
<input type="checkbox"/>	Auto Repair	<input type="checkbox"/>	Home Improvement	<input type="checkbox"/>	RE Investments
<input type="checkbox"/>	Business Center/Executive Suites	<input type="checkbox"/>	Home Warranty Services	<input type="checkbox"/>	Real Estate Services
<input type="checkbox"/>	Business Development	<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Real Estate Transaction Coord.
<input type="checkbox"/>	Carpet/Floor Services	<input type="checkbox"/>	House Cleaning	<input type="checkbox"/>	Restaurant
<input type="checkbox"/>	Catering	<input type="checkbox"/>	Inspection Services	<input type="checkbox"/>	Roofing
<input type="checkbox"/>	Chimney Services	<input type="checkbox"/>	Insurance Providers	<input type="checkbox"/>	Scanning & Data Conversion
<input type="checkbox"/>	Coaching	<input type="checkbox"/>	Interior Design	<input type="checkbox"/>	Schools
<input type="checkbox"/>	Commission Services	<input type="checkbox"/>	IRA Services	<input type="checkbox"/>	Screen Services
<input type="checkbox"/>	Computer & Web Services	<input type="checkbox"/>	Landscaping Services	<input type="checkbox"/>	Security Services
<input type="checkbox"/>	Concierge Services	<input type="checkbox"/>	Legal Services	<input type="checkbox"/>	Senior Housing
<input type="checkbox"/>	Construction Services	<input type="checkbox"/>	Life Coaching	<input type="checkbox"/>	Short Sale Coordination
<input type="checkbox"/>	Cosmetic/Medical/Dermatology Services	<input type="checkbox"/>	Listing Prep Services	<input type="checkbox"/>	Sign Posts
<input type="checkbox"/>	Credit Repair Services	<input type="checkbox"/>	Locksmith	<input type="checkbox"/>	Sign Posts
<input type="checkbox"/>	Data Services	<input type="checkbox"/>	Map Companies	<input type="checkbox"/>	Sign Services
<input type="checkbox"/>	Dental Service	<input type="checkbox"/>	Marketing Services	<input type="checkbox"/>	Solar Technology
<input type="checkbox"/>	Design Services	<input type="checkbox"/>	Masonry Services	<input type="checkbox"/>	Staging Services
<input type="checkbox"/>	Disaster Services	<input type="checkbox"/>	Mobile Home Financing	<input type="checkbox"/>	Technology Consult
<input type="checkbox"/>	Disclosure/Env. Services	<input type="checkbox"/>	Mold Testing Services	<input type="checkbox"/>	Termite Services
<input type="checkbox"/>	Door Services	<input type="checkbox"/>	Mortgage Services	<input type="checkbox"/>	Tire Services
<input type="checkbox"/>	Electrical Services	<input type="checkbox"/>	Moving Company	<input type="checkbox"/>	Title Companies
<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Notary Services	<input type="checkbox"/>	Video-Classified
<input type="checkbox"/>	Exchange Services	<input type="checkbox"/>	Office Supplies	<input type="checkbox"/>	Virtual Tours
<input type="checkbox"/>	Exterminators	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Water Treatment
<input type="checkbox"/>	Foreclosure Clean Out	<input type="checkbox"/>	Personal Trainer	<input type="checkbox"/>	Web Design & Hosting
<input type="checkbox"/>	Foundation & Drainage Inspections	<input type="checkbox"/>	Pest Control Services	<input type="checkbox"/>	Window & Door Services
<input type="checkbox"/>	Fumigation	<input type="checkbox"/>	Pet Sitting	<input type="checkbox"/>	Wireless Services
<input type="checkbox"/>	Fundraising	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Zipforms Expert
<input type="checkbox"/>	General Contractors	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	
<input type="checkbox"/>	Gift Services	<input type="checkbox"/>	Pool Services	<input type="checkbox"/>	

Key Safe Agreement

The MLSListings, Inc. participant or subscriber who signs this agreement is authorized to be the exclusive holder of Supra Entry Key. This authorization will continue as long as Holder complies with all the terms and conditions of this agreement; and in the event of any default by Holder, in addition to any other penalties assessed hereunder, the Key will be electronically deactivated without further notice.

The SCCAOR participant who signs this agreement on behalf of the Holder unconditionally guarantees the full and prompt performance of this entire agreement.

PURPOSE: A Keyholder shall use the Key only for the purpose of gaining authorized entry into real property on which a Supra KeySafe has been installed.

SECURITY OF KEY: Keyholder acknowledges that it is necessary to maintain security of the Key to prevent its use by unauthorized person. Consequently, the Keyholder agrees:

- A. To keep the Key in the Keyholder's possession or in a safe place at all times and at all times to be accountable to the Board/Association for the Key.
- B. Not to allow the Keyholder's personal identification number (PIN) to be attached to the Key, or be disclosed to any third party.
- C. Not to loan the Key to any person, for any purpose whatsoever, or permit the key to be used by any other person.
- D. Not to assign, transfer or pledge this Key Agreement.
- E. To follow all additional rules and regulations as specified in this Agreement or as adopted by the Board/Association from time to time with respect to the Key or any other aspect of the System.

UNAUTHORIZED USE: Holder also acknowledges that the Key or Key Safe will only be used with written consent of the property owner and for the limited purpose of showing / appraising the listed property and for no other purpose.

PAYMENT OBLIGATIONS: In consideration of this agreement, Holder agrees to remain current on all financial obligations to MLSListings, Inc. and all financial obligations to any Board/ Association of REALTORS® in which the participant and or subscriber is a member, including all dues, fees, and such other charges as are established from time to time by MLSListings, Inc. and by said Board/Association of REALTORS®.

INDEMNITY: Keyholder indemnifies and holds harmless MLSListings, Inc. and any Board/Association of REALTORS® in which Keyholder is a member from any and all claims arising out of Keyholder's possession and use of Key; and further agrees to reimburse MLSListings, Inc. and/or any Board/Association of REALTORS® for all expenses incurred in enforcing the terms of this agreement, including attorney's fees.

LIQUIDATED DAMAGES: Keyholder agrees that the damages arising from any unauthorized use of the Key are extremely difficult to ascertain, and Keyholder therefore agrees that the damages for any such unauthorized use shall be liquidated in the amount of one thousand dollars (\$1,000). Keyholder shall be entitled to a hearing under the Board/Associations hearing procedures to show cause why such liquidated damages should not be imposed.

CRIMINAL PENALTIES: Take notice that any unauthorized use of the Key to enter a residence is a crime punished by a fine and imprisonment under California Penal 602.5

FEES: Keyholder agrees to pay such fees for the use of the entry key system as are established by the Board/Association of REALTORS®.

Please indicate which Supra Key you are applying for:

eKey -Supported on your Smart Phone

DisplayKey

*Please see page 4 for eKey set up instructions and options

Four-digit PIN number: _____

Keyholder (Signature)

Date

Participant (Broker)

Date

Name (Print)

DRE #

Office Name

BROKER SIGNATURE IS MANDATORY!!

Key Etiquette

SCCAOR's mission is to promote professionalism in the real estate industry. One way to do this is to educate our members and the members of MLSListings, Inc. about the etiquette for using the lock box and key safe for listing and showing homes. Please use this information for the benefit of your fellow professionals and clients.

The MOST important rule is **never lend or borrow your key.** A heavy fine will be imposed and you are liable for any damage that occurs. **Do not store or put your password on, in or around your key.**

If you are a Listing Agent, please do the following:

- Explain how the key safe works to your sellers.
- Test the key to make sure it works before putting it in the key safe.
- Put the key safe in a place that's easy for people to find.
- Key goes into only the key safe. Put any instructions on the MLS, Line 4.

If you are a Buyer's Agent, please do the following:

- Follow the instructions on the MLS on show time, pets, and call first, etc.
- Knock and ring the doorbell even on a vacant house. Allow enough time for someone to answer.
- Carry the key and key holder in your hand while showing.
- Wipe your feet upon entry and ask your clients to do the same.
- Announce yourself loudly and identify yourself as a REALTOR® (if you are an SCCAOR Member) or real estate agent when you enter the home, go up the stairs, get into the backyard, or open any closed doors.
- Stay with your clients – do not leave them unattended. Keep your clients' children with your clients!
- Do not touch or allow your clients to touch the belongings of a seller. If you, or your clients, break anything (or notice something broken), immediately notify the Listing Agent.
- Leave the house like you found it after the clients exit. Make sure no water is running. Turn off any lights that you have turned on. Lock all doors and windows, whether you opened them or not.
- Leave your business card.
- Replace key in key safe and be sure it is properly closed.

NEW MEMBERS ACKNOWLEDGE THAT THEY HAVE WATCHED THE POWERPOINT PRESENTATION ON KEY ETIQUETTE TIPS AND READ AND COMPREHEND THIS INFORMATION:

SIGNATURE _____

DATE: _____

SCCAOR Marketing Consent Form

Under the “Do Not Call” law, SCCAOR, C.A.R. and NAR are required to have members provide signed approval to receive communications from the associations, including newsletters, announcements, and notifications. Thank you for your understanding.

By signing below, I expressly authorize the Santa Clara County Association of REALTORS®, the California Association of REALTORS®, and the National Association of REALTORS®, their subsidiaries, affiliates or representatives (“Associations”) to transmit to me by fax, e-mail, telephone or mail, any communications and/or material advertising the availability of or quality of any property, goods or services offered, endorsed or promoted by Associations, at the following contact information noted below.

Name: _____

Address: _____

City, State & Zip: _____

Telephone: _____

FAX: _____

Email: _____

Signature

NRDS Number (for Office Use Only)

Date