



## Sentrilock Reciprocal Key Access Agreement Form

First Name	MI	Last Name	
Company Name	Phone#	Email	
Office Address	City	State	Zip Code

**Initial that you will comply:**

I have read, and I am familiar with the entire Lockbox and Keycard Rules and Regulations of the Mid-Shore Board of REALTORS®, attached.

I will comply with National Association of REALTORS® requirements (as from time to time amended) for the access and use of the Key Box System.

<https://www.nar.realtor/sites/default/files/documents/2018-HMLP-v1.pdf>

I will notify each listing office or listing agent of my intention to enter the property through the use of the Key Box. This notification is to be prior to the actual entry unless the listing indicated the cooperating agent may access the property without prior notice to the listing agent or the listing office.

I will NOT ALLOW other agents or consumers to use my Smart Card or Login for the Sentrilock App. **I acknowledge that this is a finable offense, with minimum fine of \$2,500.**

By the signatures below, both the agent and Designated REALTOR®/Principal Broker/Manager hereby acknowledge and understand that it will be their responsibility to become familiar with and abide by the appropriate rules and regulations of the Sentrilock System provider.

Signature of Agent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Designated REALTOR®/Principal Broker/Manager \_\_\_\_\_ Date \_\_\_\_\_

**This Portion Must be Completed by The Association/Board Office That Issued Card Prior to Submitting this Form for Approval:**

SentriCard Issued By (Association/Board): \_\_\_\_\_

SentriCard#: \_\_\_\_\_ NAR ID# (NRDS): \_\_\_\_\_

Real Estate/Appraiser License Verification:

Maryland# \_\_\_\_\_  Virginia# \_\_\_\_\_  Delaware# \_\_\_\_\_  Pennsylvania# \_\_\_\_\_

**Association Representative:**

Name/Signature \_\_\_\_\_ Organization \_\_\_\_\_ Date \_\_\_\_\_

**\*Please Note: This can take up to 48 hours to process**

**RULES AND REGULATIONS  
MID-SHORE BOARD of REALTORS®, INC.**



**Section I  
Authorized Users**

- (A) Any individual who holds REALTOR® membership in a local Board/Association of REALTORS®, whether located in Maryland or any other state or territory, and every nonprincipal broker, sales licensee, unlicensed personal assistant or licensed or certified appraiser who is affiliated with such REALTOR®, shall be eligible to subscribe to and use the lockbox services of the Mid-Shore Board of REALTORS®, Inc. (“MSBR”) subject to their execution of a SentiLock Smart Card Authorized User Agreement or a Reciprocal Access Agreement (whichever is applicable) with MSBR and their agreement to abide by the rules and regulations of MSBR and to pay all required fees, fines and recurring costs in connection with their subscription to the lockbox services of MSBR.
- (B) Members of a local Board/Association of REALTORS®, whether located in Maryland or any other state or territory, shall be eligible to subscribe to and use the lockbox services of MSBR, provided: 1.) the Affiliate member is principally engaged in professional home and/or environmental inspections; the appraising of real property; and/or termite, well and/or septic inspections; 2.) a duly authorized principal or officer of the firm for which Affiliate member performs such services; executes the appropriate MSBR SentiLock Smart Card Authorized User Agreement; 3.) the Affiliate member agrees to abide by the Rules and Regulations of MSBR and to pay all required fees, fines and recurring costs in connection with Affiliate’s subscription to the lockbox services of MSBR; and 4.) The Affiliate member agrees that Affiliate shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and Affiliate member shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner.
- (C) Any individual required or permitted by law, or by the established policies of the National Association of REALTORS®, as amended from time to time, to access and use the services of MSBR without holding REALTOR® membership in a local Board/Association, shall be eligible to subscribe to and use the services of MSBR without the requirement of holding REALTOR® membership in a local Board/Association of REALTORS®.

**Section II**

The following rules and regulations shall apply to all subscribers and users of the MSBR lockbox services. Subscribers and authorized users of the lockbox services shall:

1. Access property solely in connection with his/her legally permitted, normal and customary activities while acting as a real estate licensee, unlicensed personal assistant or licensed appraiser.
2. Use the Smart Card only for the purpose of gaining authorized entry into real property upon which a system key box has been installed.

3. **Enter into real property from which a system key box has been installed only with the prior knowledge and/or expressed consent of the listing agent or listing office pursuant to Paragraph 19 of these Rules and Regulations.**
4. Notify MSBR, in writing within forty-eight (48) hours, of any change in his/her current company/office affiliation.
5. Adhere strictly to the terms and conditions of the MSBR SentiLock Smart Card Authorized User Agreement.
6. Pay all fees, charges, fines and recurring user fees as established from time to time by MSBR when due.
7. Keep the Smart Card in Smart Card Holder's possession or in a safe place at all times and be accountable for the Smart Card at all times.
8. Not allow his/her personal identification number (PIN) to be attached to the Smart Card.
9. Not disclose his/her personal identification number (PIN) to any person.
10. Not loan the Smart Card to any person, for any purpose whatsoever, or to permit the Smart Card to be used for any purpose by any other person.
11. Not assign, transfer or pledge the Smart Card or the license and use of the Smart Card.
12. Not change or alter the Entry Codes through any other electronic lockbox system provider. All changes to Entry Codes shall be made solely and exclusively by and through MSBR.
13. Immediately notify MSBR by telephone or in writing within twenty-four (24) hours, of the loss or theft of a Smart Card and the circumstances surrounding such loss or theft.
14. Strictly adhere to the rules and regulations as may be adopted by MSBR from time to time with respect to the Smart Card or any other aspect of the system.
15. Promptly submit the Smart Card to MSBR for audit and/or inspection at a reasonable time at the MSBR office upon request by MSBR for such audit or inspection.
16. Not permit anyone other than the Smart Card Holder himself/herself to use the Smart Card or his/her PIN for any reason.
17. Attend an instructional meeting on the operation and use of the Smart Card as required by MSBR from time to time.
18. Pay all fees, fines and charges in connection with the use of the Smart Card and the System, and to obtain the periodic revalidation Entry Code for his/her own Smart Card.
19. **Comply with National Association of REALTORS® requirements (as from time to time amended) for the access and use of a Key Box System, including notification of each listing office or listing agent of the Smart Card Holder's intention to enter the property through the use of the KeyBox. This notification is to be prior to the actual entry unless the listing indicates the cooperating agent**

**may access the property without prior notice to the listing agent or the listing office.** The Board of Directors of MSBR shall have the right, in its sole and absolute discretion, to deactivate or refuse to sell, lease or activate any Smart Card to any applicant or subscriber who has been or subsequently is arrested or convicted of a felony or misdemeanor crime (other than traffic misdemeanor offenses) in accordance with the Lock Box Security Requirements (Policy Statement 7.31) of the NAR Handbook on Multiple Listing Policy, as amended from time to time.

20. Obtain the written authorization from the Owner(s) of the property prior to the installation or use of the KeyBox on any property.
21. Comply fully with the terms and conditions of the Master Agreement by and between the Regional Lockbox Consortium, Inc., and MSBR with SENTRILOCK, LLC., as amended from time to time.
22. Notify MSBR, in writing, promptly upon the arrest or conviction of subscriber or authorized user for any felony or misdemeanor crime (other than traffic misdemeanor offenses) and state the circumstances and details relating to such arrest or conviction.
23. Maintain the sole and exclusive possession of the key to the property at all times and not give the key to a third person without the prior knowledge and expressed written consent of the listing agent.
24. Not obtain, possess, use or otherwise share a Smart Card or personal identification (PIN) of another subscriber or authorized user.

### **Section III Fines and Penalties**

An authorized subscriber or user of the lock Box System of MSBR who violates any rules and regulations of MARS as set forth above, except for the payment of fees, shall be subject to the imposition of a fine or penalty for each violation in such amount not to exceed \$15,000.00 as established by the Board of Directors of MSBR from time to time, in accordance with the below schedule of fines and penalties.

An authorized subscriber or user of the Lock Box System of MSBR who is found to have violated the rules and regulations as herein set forth on more than two occasions during a calendar year shall be subject to the automatic revocation of their rights and privileges to access and use the services of MSBR.

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#### **SCHEDULE OF FINES AND PENALTIES**

In accordance with the Rules and Regulations of Mid-Shore Board of REALTORS®, Inc., fines and penalties have been established to safeguard the integrity of the MSBR Lock Box system.

First Offense *	Up to \$2,500.00
Second Offense*	Up to \$5,000.00
Third Offense	Up to \$15,000 and/or Suspension of Service.
Appeal filing fee	\$250.00

\*Fines for Brokers, Office Managers and Team Leaders shall be doubled, but not to exceed the amount allowed by NAR policy.

In addition to any fine as set forth above, a Participant or Authorized User who violates the MSBR Rules and Regulations may also be required to attend a non CE training program on the MSBR Rules and Regulations at such time and location as established by MSBR and to complete such training program within a specified time period or be subject to suspension or termination of Smart Card services until such program is completed.

Unless otherwise stated, a 10% late fee shall be charged on all fees, charges, fines, recurring user fees, and penalties which remain unpaid for ten (10) calendar days from the date of invoice or imposition of such fine or penalty. Service will be terminated without notice for fees, charges, fines, recurring user fees, and penalties which remain unpaid for fifteen (15) calendar days from the date of invoice or imposition of such fine or penalty.

**Disclaimer:** The Board of Directors of the Mid-Shore Board of REALTORS®, Inc. reserves the right, in its sole and absolute discretion, to amend the rules and regulations, including the Schedule of Fees, Charges, Fines, and Penalties, from time to time, without prior written notice to any authorized subscriber or authorized user. Once amended, a copy of the amendment(s) and/or rules and regulations will be emailed to all subscribers and authorized users and will also be posted on the MSBR website. Subscribers and authorized users hereby acknowledge that it is and will be their individual duty and obligation to read and comply with such amendment(s) as adopted, from time to time, and that a failure to do so will not mitigate any subsequent violation of the MSBR rules and regulations.

I hereby acknowledged receipt of the current MSBR Rules and Regulations. I understand that such Rules and Regulations may be amended by MSBR from time to time and that it is my sole obligation to read the MSBR Rules and Regulations as received by me today as well as in the future.

**Note: As used in these Rules and Regulations, the terms “SmartCard” and “PIN” shall mean and shall include the use of the SentiSmart app and the Mobile Access Code thereto to access a SentiLock lockbox. The use of the SentiSmart app and the Mobile Access Code to access a SentiLock lockbox is the equivalent to using your SmartCard and PIN to do the same. You are and agree to be responsible for the use of the SentiSmart app and Mobile Access Code sent to your SentiSmart device and the retrieval of said Mobile Access Code will be recorded as an access using your SmartCard and PIN. By your signature below, you agree not to share or disclose the Mobile Access Code to any other person under any circumstances, without exception.**

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Smart Card User’s Signature (Acknowledging Receipt)

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Date