

## **MetroTex Key Service Policy for Transfer In or Out of MetroTex Key Box Inventory**

The MetroTex Association of REALTORS® wants to ensure that the Supra lock boxes provided to our Key Service users are of the best quality.

Each Supra lock box sold to our Key Service users comes with a warranty from Supra. The warranty will cover normal use against defective workmanship and materials. The warranty does not cover damage resulting from accident, unreasonable use, negligence, improper service, or other causes not arising out of defects in material or workmanship.

In order to ensure we continue to maintain quality Supra Products, the Association is following the policies below related to Key Box transfers.

### **Key Box Transfers INTO MetroTex Inventory**

MetroTex Association will allow the internal transfers of Supra key boxes into the MetroTex Key Service inventory from the following NTREIS Shareholder Associations:

Collin County  
Granbury  
Greater Denton/Wise County  
Greater Fort Worth  
Greater Lewisville  
Greater Metro West  
Johnson County  
Greater Texoma  
Stephenville (Key Service Provided by MetroTex)

MetroTex will NOT accept any key boxes that have been deprogrammed or boxes that come from any other market.

### **Key Box Transfers OUT of MetroTex Inventory**

Supra iBox BT LE boxes purchased through MetroTex will not be deprogrammed for use in any other market.

MetroTex Association will allow the internal transfers of Supra lockboxes from MetroTex Key Service inventory to the following NTREIS Shareholder Associations:

Collin County  
Granbury  
Greater Denton/Wise County  
Greater Fort Worth  
Greater Lewisville  
Greater Metro West  
Johnson County  
Greater Texoma  
Stephenville (Key Service Provided by MetroTex)

Any request for key box transfers must be accompanied by the proper form provided by MetroTex.

# KEYBOX TRANSFER FORM

Pursuant to the rules and regulations of the MetroTex Association of REALTORS®, Inc. (the "METROTEX") with respect to the electronic keybox system, this report is submitted by the undersigned parties to furnish notice to and report the transfer to MetroTex of the keyboxes identified below. The current owner of said keybox(es) is referred to as the "Assignor" and the party who will become the new owner of said keybox(es) is referred to herein as the "Assignee".

Assignor and Assignee acknowledge that this report is required to be completed and furnished to MetroTex within five (5) days after the transfer of said keybox(es). Assignor and Assignee further acknowledge that the failure to file this report timely may result in a fine or other sanctions to either or both of the undersigned parties.

Assignee hereby agrees to observe and comply with all of the rules and regulations of MetroTex with respect to the electronic keybox system as adopted from time to time by MetroTex; and to observe and comply with the terms and provisions of the original Key Lease Agreement executed by Assignor, a copy of which Assignee hereby acknowledges that Assignee has received, read and understands the terms thereof.

| ASSIGNOR (current owner) |
|--------------------------|
| License number:          |
| Name of Brokerage Firm:  |
| Assignor Phone Number:   |
| Assignor Address:        |
| Print Name:              |
| Signature:               |

| ASSIGNEE (new owner)    |
|-------------------------|
| License number:         |
| Name of Brokerage Firm: |
| Assignor Phone Number:  |
| Assignor Address:       |
| Print Name:             |
| Signature:              |

|                       |    |     |
|-----------------------|----|-----|
| Keybox Serial Number: | 1. | 6.  |
| Keybox Serial Number: | 2. | 7.  |
| Keybox Serial Number: | 3. | 8.  |
| Keybox Serial Number: | 4. | 9.  |
| Keybox Serial Number: | 5. | 10. |

Date of Keybox Transfer: \_\_\_\_\_