

Authorization for Unlicensed Personal Assistant to Hold a Supra Lockbox Key



Kansas City Regional Association of REALTORS®
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Unlicensed Personal Assistants who are members of KCRAR may obtain a Supra Lockbox Key with the authorization of the Designated REALTOR® (Broker) where the Personal Assistant is employed. The Personal Assistant may subscribe to the DisplayKEY or the eKey basic service. The Designated REALTOR® verifies that the Personal Assistant will only use the Supra Key to access properties as instructed to do so by the employing REALTOR® member or Designated REALTOR® member. All other KCRAR and Supra rules will be observed.

The Designated REALTOR® is responsible for the manner of usage of the Lockbox Key issued to the Unlicensed Personal Assistant and must notify KCRAR within 24 hours if the Personal Assistant is no longer employed or associated with the brokerage.

Unlicensed Personal Assistant Information:

First Name _____ Middle Initial _____ Last Name _____

Home Address _____

City _____ State _____ ZIP Code _____

Home Phone (_____) - _____ - _____ Social Security Number _____

Designated REALTOR® Information:

Office Name _____

Office Address _____

City _____ State _____ ZIP Code _____

Office Phone (_____) - _____ - _____ Office MLS ID _____

Designated REALTOR® Signature

Date

Designated REALTOR® (please print)

Office Use: Key Number Assigned _____ PA Member # _____