

# KCRAR Supra iBox Lease Form

## Pre-Authorization for Lockbox Pick-Up at First Federal Bank

Check Desired Location for Pick Up

8308 NW Prairie View Road, Kansas City (Zona Rosa)     1255 SE Oldham Pkwy, Lee's Summit (50 HWY & Todd George Rd)

Member's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Member's Email Address \_\_\_\_\_ Date \_\_\_\_\_

### Instructions for Members requesting to pick-up Supra iBoxes at First Federal Banking Center:

- ① KCRAR Members complete this form and email to [lockboxes@kcrar.com](mailto:lockboxes@kcrar.com) or fax to 913-498-1110.
- ② You will receive email notice when your lockbox order has been processed. (Pre-approval may take between 4 to 8 business hours).
- ③ Go to [kcrar.com](http://kcrar.com) and login, select "Pay Your KCRAR Invoices Online" to complete payment.
- ④ Pick up your lockbox order at the First Federal Bank location indicated above.

→Please note: First Federal Bank Representatives are not allowed to release lockbox equipment without KCRAR's prior approval. Please do not go to the First Federal Banking Center before receiving email notification from KCRAR that your lockbox order is ready. First Federal Bank Representatives do not have the ability to change shackle codes.

**Lease Agreement:** The Supra key and lockbox system is a service of the Kansas City Regional Association of REALTORS® (KCRAR).

By signing this lease agreement, the Member agrees to the following;

- KCRAR is the sole owner of all Supra iBoxes leased to Member.
- Member agrees to pay the annual lease fee of \$20.00 for any Supra iBoxes over the Member's annual "no cost" lockbox allotment.
- "Fee leased" lockboxes must be returned before the date stated on the annual invoice to avoid being billed for the next year.
- If Member cancels Supra key services with KCRAR, Member must return all Supra iBoxes at or before the time key services are cancelled. Members are not allowed to lease or retain iBoxes without subscribing to key services through KCRAR.
- I understand that the iBoxes received today are leased from KCRAR and if I am no longer a Member of KCRAR, all Supra equipment, including these and any other iBoxes within my possession must be returned to KCRAR within 14 days of my termination date.
- I understand that I am responsible for payment for all unreturned lockboxes at the end of the lease at a cost of \$100.00 per iBox, and for any/all associated recovery fees.
- I agree to follow all rules and regulations outlined under both the Supra Keyholder Agreement and the KCRAR Keybox and Lockbox Policy. Copies of these can be obtained through the KCRAR website ([www.kcrar.com](http://www.kcrar.com)).
- The leases on all iBoxes are **non-transferrable**.

Member's Key Serial Number \_\_\_\_\_ # of iBoxes Requested \_\_\_\_\_ (Max. 4 for First Federal location pick-up)

#### Lease Proration Schedule

March: \$20.00	July: \$13.35	November: \$6.68
April: \$18.36	August: \$11.69	December: \$5.01
May: \$16.69	September: \$10.02	January: \$3.34
June: \$15.02	October: \$8.35	February: \$21.67

#### Box below for KCRAR Use Only

Member Number _____
# _____ Allocation "no cost" iBoxes
# _____ "Fee leased" iBoxes
\$ _____ Total Charge

Complete below if you designate another person to pick-up this lockbox order on your behalf.

I certify that \_\_\_\_\_ may pick-up these iBoxes and on my behalf.

Member's Signature \_\_\_\_\_

*Internal Use Only: Instructions for First Federal Bank Representative:*

1. Place label corresponding with lockbox(es) distributed to Member in the space provided below.
2. Obtain signature of KCRAR Member (or designated individual named above) in space below.
3. Copy this form and provide Member with copy.
4. Forward copy to [lockboxes@kcrar.com](mailto:lockboxes@kcrar.com)

Signature \_\_\_\_\_ Date \_\_\_\_\_

I received the iBoxes noted on this receipt.