



Member Participant Request for Additional Emergency Office DisplayKEY

I, _____ (print name), Designated Realtor® of
_____ (firm), located at _____
_____ (address), request one additional DisplayKEY to be leased at the current leasing price and held at my office, under my control, for the sole purpose of loaning to one of my agents in the event that the agent's Supra DisplayKEY or eKEY ceases to function properly. This key should be used for emergencies and **outside** of normal Charlotte Regional Realtor® Association (CRRA)/Carolina Multiple Listing Services, Inc. (CMLS) business hours (8:30 a.m. to 5 p.m., Monday-Friday). This DisplayKEY will function as the emergency key for the firm.

I understand that I will be fully responsible for the regulation and use of this additional key and agree to pay any and all subsequent fees associated with the key. I understand that I will be held responsible for any incidences that may occur with regards to the use of this key.

I will make all attempts to ensure that any agent wishing to utilize the "emergency" key outside of CRRA/CMLS office hours, does indeed lease a DisplayKEY or eKEY from CMLS/Supra and that their leased key has malfunctioned (ceased to work), or is un-usable for reasons beyond their control.

I agree that I will create a DisplayKEY sign-out sheet to be used in my firm by all agents and that the form will include the following information:

- the agents name
- the date and time the key was signed out
- the date and time the key was returned

I agree to keep this log as long as my firm leases an emergency key and agree to make the log available to CMLS if and when they request it.

In instances where an agent's Key has malfunctioned, I agree to hold the agent's malfunctioning key in my possession as long as they are using the office emergency key and will do my best to make sure the agent contacts Member Services with regards to their malfunctioning or missing key during CRRA/CMLS office business hours.

I agree that I will not, under any circumstances, loan this key to an agent who does not currently lease a Key from the CMLS or Supra. Likewise, I understand that this key may only be loaned to agents specifically affiliated with my firm at the specific location stated above.

Should CMLS discover that this key was loaned to an unauthorized individual, CMLS reserves the right to inactivate the key and request the key be returned to the CMLS office. I also understand that in this situation, my firm will lose the privilege of having an Emergency DisplayKEY.

Signature of Member Participant

Date

Emergency Supra SuperKey Number _____

Pin Code _____