



Cooperating Key Agreement

Electronic Key Reciprocal Information

Please read this Agreement carefully. Complete this form and submit to Member Services via Fax: (980-556-7803) or email: [membership@canopyrealtors.com](mailto:membership@canopyrealtors.com). Questions: please call (704) 940-3110.

Name (print) \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Contact Phone # \_\_\_\_\_ NC/SC Real Estate/Appraisal License # \_\_\_\_\_

Email: \_\_\_\_\_

Supra Key Serial # \_\_\_\_\_ PIN # \_\_\_\_\_

Supra Key with the following Realtor® Association/MLS: \_\_\_\_\_

**Depending upon the agreement Canopy MLS has with your primary Realtor® association or MLS, a one-time activation fee may be collected BEFORE service is activated. This fee, if applicable, is \$10 for Canopy MLS members. Payment may be made by debit/credit card (Visa, MasterCard, American Express or Discover).**

Your Supra Key will need to have the 4-digit Canopy MLS service area code (1725) in your eKEY. Most all eKEY's have a default of including this code; however, the code can be added remotely. After you have verified with your Realtor® association/MLS that the code is in your eKEY, please forward this paperwork to Canopy MLS. After you receive confirmation that this form has been processed for your Key Cooperation, please "update" your eKEY 2-times in a row for the cooperation to be finalized. Going forward, when you perform your normal eSYNC, your key will automatically update for the Canopy MLS lockbox system in addition to any other systems with which you cooperate.

**Please read the following information carefully; you are signing an affidavit.**

**Electronic Key Letter of Agreement**

In return for the privilege of having my electronic lockbox key active in the areas covered by the Canopy MLS, I agree to abide by the following rules regarding key usage.

- I agree to abide by all Canopy MLS key Rules and Regulations as defined in the Canopy MLS Rules and Regulations.
- I agree that loaning my cooperating key to any other agent is a serious violation of this agreement and may result in the loss of key access in the cooperating MLS or monetary fines.
- I will always make an appointment to show the home before entering the property.
- I will always leave a business card at a property I have shown.
- I understand that if I am found to be in violation of the terms of this agreement that I may lose my guest privileges in the cooperating MLS's key system for a period of time. Should it be determined that I will lose my cooperating access, I will be given the option to choose to pay a fine, in an amount determined based on the severity of the key violation, but not to exceed \$1,000, in lieu of loss of my key service.
- In the event of a dispute, which results in the filing of a grievance or arbitration, I agree to abide by the Bylaws of my primary key association.

I further acknowledge my awareness that to show real estate in a state other than the one in which I am licensed is a violation of real estate license law.

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

Credit Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name as appears on Card: \_\_\_\_\_