

LOCKBOX LEASE AGREEMENT

TERMS AND CONDITIONS

- Only REALTOR[®] or MLO members of IVAR are eligible to lease lockboxes from IVAR.
- Lockboxes can be leased at \$21.00 per box for 12 weeks at a time.
- The minimum lease is 12 weeks.
- There will be no refunds or pro-rated fees.
- All payments will be automatically debited from the Leasees' credit/debit card account.
- Lease periods always start on MONDAY and expire on SUNDAY.
- After 12 weeks, the Leasee has 10 days to cancel, otherwise this agreement will automatically renew for another 12 weeks, and \$21.00 will be automatically charged.
- No notification will be given (phone call or email) when automatic charges are applied.
- Adding or Cancelling Lockboxes from this Lease Agreement must be in writing. (see the Lockbox Assignment & Return Log)

PENALTIES AND FEES

- After written cancellation of this agreement, the Lockbox MUST BE RETURNED. If it is not returned within 1 week from the date of cancellation, a \$75 (plus CA sales tax) charge will be automatically debited from the Leasees' credit/debit card account.
- If a Lockbox is lost or stolen, a \$75 (plus CA sales tax) charge will be automatically debited.
- A \$25 cleaning fee will be applied, if the lockbox is dirty upon return to IVAR. (i.e. NO PAINT, MUD, WHITEWASH, DIRT, GREASE etc.)
- Lockboxes are to be in full working order when issued and returned.
- If a lockbox has to be sent back for repair while being leased, a replacement lockbox will be issued at no charge.
- If a lockbox is damaged, the key container is lost, or the box fails, and it is not covered under warranty by Supra, then a \$25.00 repair fee will be automatically debited.
- If any automatic payment is not processed successfully, the Leasee will be subject to MLS suspension and Supra key inactivation.
- When batteries begin to lose strength the Leasee needs to remove and return the entire Lockbox to IVAR for an exchange.
- If the I-Box loses all power, it is the agent's responsibility to have it removed at the shackle and return it to IVAR for an exchange.

Leasee is financially responsible for each lockbox until written notice is received of cancellation.

Leasee must give written notice to IVAR of cancellation or all fees will continue to be automatically processed.

Upon cancellation, all lockboxes must be physically returned to IVAR's offices in Riverside or Rancho Cucamonga.

By signing this Lockbox Lease Agreement, I hereby agree to accept and follow the terms and conditions listed above.

MLS User ID:	Print Name:	Signature:

LOCKBOX ASSIGNMENT & RETURN LOG

Riverside Office:
3690 Elizabeth Street
Riverside, CA 92506

Rancho Cucamonga Office:
8711 Monroe Court, Suite B
Rancho Cucamonga, CA 91730
WWW.IVAOR.COM

Date Assigned	LOCKBOX Serial #:	Shackle Code:	Date Returned	Member Initials	IVAR Initials
MLS User ID:	Print Name:		Signature:		



**CREDIT CARD AUTHORIZATION and CANCELLATION OF
AUTOMATIC PAYMENT FOR LOCKBOX LEASE**

Riverside Office:
3690 Elizabeth Street
Riverside, CA 92506

Rancho Cucamonga Office:
8711 Monroe Court, Suite B
Rancho Cucamonga, CA 91730
WWW.IVAOR.COM

Please choose one of the following:

- As a REALTOR® member or MLS-only member of the Inland Valleys Association of REALTORS® (IVAR), I hereby **AUTHORIZE** IVAR to charge my MASTERCARD, VISA, AMERICAN EXPRESS, or DISCOVER credit/debit cards for automatic payment of my LOCKBOX LEASE FEES until further notice.
- I hereby **CANCEL** my authorization to charge the credit/debit card on file. ALL Lockboxes assigned to this IVAR Member have been returned or purchased:

Member Initials: _____ IVAR Initials: _____ Date Cancelled: _____

Please choose one of the following:

- MASTERCARD
- VISA
- AMERICAN EXPRESS
- DISCOVER

CARD # _____ EXPIRATION DATE: ____/____/____

By faxing (or emailing) a signed/completed copy of this form to (951) 684-0450 (or griseldac@ivaor.com), I agree to the above terms.

MLS User ID:	Name on Card:	Signature:	Date Authorized:
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