



**CASCADDES EAST MULTIPLE LISTING SERVICE
ELECTRONIC KEY LEASE APPLICATION & KEYBOX PURCHASE FORM**

Name as it appears on your real estate license: _____

Oregon Appraisal or Real Estate License #: _____ City: _____

ELECTRONIC KEY LEASE INFORMATION (Disregard this section if you already have an eKEY and are only purchasing a keybox(s) Supra offers two options for electronic keys that our members can lease. The eKEY works on Apple or Android devices. Please see the [Supra eKEY Comparison](#) to determine which eKEY you would like to lease eKEYBasic (\$12.50) or eKEY Professional (\$18.50). You can change which product you would like to lease at any time. There is a \$50 activation fee charged by Supra for every eKEY that is activated.

I would like to lease an eKEY: Yes No

IMPORTANT: Once MLS staff has set you up in the Supra system, you will receive an email from Supra with a link to set up the billing for your account. This needs to be completed within five (5) days of receipt of the email. Please make sure to follow the instructions in this email otherwise your eKEY will not work. When billed, you will be charged for the \$50 activation fee referenced above and your prorated monthly eKEY lease for the current month. The eKEY lease will be billed monthly by Supra directly. If you have any changes to the credit card you place on file with Supra, please make sure to update this card with Supra so that you do not experience an interruption in service.

KEYBOX PURCHASE INFORMATION (Disregard if only leasing an eKEY above).

The MLS uses Supra as its keybox vendor. All keyboxes are warrantied. The fees to purchase keyboxes are as follows:

New Keyboxes- \$110

Used Keyboxes- \$75 *Purchase of used keyboxes is subject to availability. **Call in advance for availability.**

Please complete the following: I am purchasing (#) _____ new keyboxes. I am purchasing (#) _____ used keyboxes.

I would like the following four (4) digit code assigned as the shackle code on the keyboxes I am purchasing. _____

The keyboxes being purchased will be owned* by:

Individual Broker Completing Application

Managing Principal Broker

The Office/Owner

*Please note that only the owner of the keybox selected above can transfer ownership or reassign the keybox to another owner. Additionally, only the owner on file will have or be given access to the shackle code assigned to the keybox.

In the event purchased boxes must be shipped, all shipping costs are the responsibility of the member requesting shipping. Purchased keyboxes left at the MLS office for more than ninety (90) days shall be returned to the MLS inventory, and no refunds shall be given.

Keyholder or Keybox Purchaser/Owner Signature: _____ Date: _____

TO BE COMPLETED BY THE MANAGING PRINCIPAL BROKER OR MANAGING APPRAISER

I, Managing Principal Broker(MPB) or Managing Appraiser, hereby certify that the Subscriber in this application, or myself, if I am the keyholder or purchaser, shall abide by all the terms and conditions set forth in the keyholder lease agreement with Supra and follow all rules and regulations in the MLS policies governing electronic keys and keyboxes.

MPB/Managing Appraiser Signature: _____ Date: _____

EMAIL COMPLETED FORM WITH SIGNATURES TO MEMBERSHIP@CASCADDESEASTREALTORS.COM.