



301 Grove Street  
San Francisco, California 94102  
(415) 431-8500

## Using Your Lockbox Key and Lockbox within the Quattro Data Share Program

### If you are a SFARMLS member:

#### How to coop your key in BAREIS (Sonoma, Marin, Napa, Solano & Mendocino):

##### DisplayKEYS:

- Bring in your key to the SFAR offices to have BAREIS' coop code added to your key.
- Request a letter of good standing from our membership department (this is required by BAREIS).
- Then take your Dkey to one of the BAREIS' locations below to have them add it to their system. Coop fees will apply.

##### eKEYS:

- Call the SFAR MLS Department to have BAREIS' coop code added to your eKEY. We can program the key for you remotely.
- Request a letter of good standing from our membership department (this is required by BAREIS).
- Then take your eKEY to one of the BAREIS' locations below to have them add it to their system. Coop fees will apply.

**\*Keys with BAREIS' coop code and that are maintained in their system must be updated daily\***

#### Lockboxes

The only approved lockbox for the BAREIS region is the Bluetooth iBox. If you need to use a lockbox in their area, you would have to purchase one directly from BAREIS (please contact BAREIS for information on cost).

The Bluetooth iBox can be reprogrammed to work in SFAR once you are done using it in the BAREIS region. To use it in the SFAR region, first take the Bluetooth iBox to BAREIS to have it deprogrammed, and then bring it to our SFAR offices to have it reprogrammed with our system code.

#### **BAREIS MLS® Service Centers**

BAREIS MLS® - 153 Stony Circle Suite 200, Santa Rosa, Ca 95401.....	(707) 575-8000
BAREIS MLS® Mendocino - 367 North State Street #107, Ukiah, Ca 95482 .....	(707) 462-3878
BAREIS MLS® Marin - 55 Mitchell Blvd. Ste 9, San Rafael, Ca 94903.....	(415) 472-1778
North Bay Association of REALTORS Napa - 625 Imperial Way, Suite 2, Napa Ca 94558 .....	(707) 255-1040
Northern Solano Association of REALTORS - 3690 Hilborn Rd, Fairfield, Ca 94533 .....	(707) 422-5306
Southern Solano Association of REALTORS - 1302 Springs Rd, Vallejo, Ca 94591 .....	(707) 644-5525

**How to coop your key in MetroList® (Sacramento, Yolo, Placer & El Dorado counties, and parts of San Joaquin, Stanislaus & Merced counties):**

DisplayKEYS:

- Bring in your key to the SFAR offices to have MetroList’s code added to your key.
- Then take your Dkey one of the MetroList’s locations below to have them add it to their system. Coop fees will apply.

eKEYS:

- Call the SFAR MLS Department to have MetroList’s coop code added to your eKEY. We can program the key for you remotely.
- Then take your eKEY to one of the MetroList’s locations below to have them add it to their system. Coop fees will apply.

**\*Keys with MetroList’s coop code and that are maintained in their system must be updated daily\***

**MetroList Service Centers**

El Dorado Admin Center – 4096 Motherlode Drive, Shingle Springs, Ca 95682.....	(916) 933-3223
Lodi Admin Center – 777 S. Ham Lane Suite B, Lodi, Ca 95242 .....	(209) 368-5316
Modesto Admin Center – 1620 N. Carpenter Road Suite D48, Modesto, Ca 95351 .....	(888) 898-9788
Placer Admin Center – 4750 Grove Street, Rocklin, Ca 95624 .....	(916) 624-8271
Pleasanton Admin Center – 5980 Stoneridge Drive #102, Pleasanton, Ca 94588 .....	(888) 898-9788
Sacramento Admin Center – 2003 Howe Ave, Sacramento, Ca 95825 .....	(916) 922-7711
Stockton Admin Center – 1811 Grand Canal Blvd. #7, Stockton, Ca 95207 .....	(888) 898-9788
Yolo Admin Center – 449 Elm Ave, Woodland, Ca 95695 .....	(530) 666-4253

**If you are a BAREIS or MetroList member:**

**How to coop your key in SFAR**

ActiveKEYS and eKEYS:

- Bring your key to our offices and submit a completed Cooperating Key Application as well as payment. The cost to cooperate a key at SFAR is a one-time programming fee of \$30 plus \$60 yearly (prorated monthly).

Keys cooperated by SFAR work in San Francisco, Alameda, Contra Costa, Monterey, San Benito, San Mateo, Santa Clara, and Santa Cruz counties and must be updated weekly.

**Lockboxes**

SFAR only issues iBoxes, however, our MLS can also program Bluetooth iBoxes into our system.

If your iBox or Bluetooth iBox is programmed for your home MLS and you want it to work in the SFARMLS region, take the lockbox to your home MLS and have it deprogrammed then bring it to our SFARMLS offices to have it reprogrammed with our system code.

If you are a REALTOR® member of a different association, you can purchase an iBox at our offices for a \$10 surcharge which is added to the cost of the lockbox. The total cost for an iBox would come to \$130.45 (with the surcharge).