



301 Grove Street
San Francisco, CA 94102
(415) 431-8500 opt.3 (MLS)

COOPERATING KEY APPLICATION

All cooperating keyholders whose keys are maintained by SFARMLS are bound by the existing key lease agreement through their primary association which is a signatory to the Supra Key Reciprocal Agreement and by the Rules and Regulations of SFARMLS which is issuing this cooperating key on behalf of the San Francisco Association of REALTORS® and granting access to its lockbox system.

Keyholder Information

Agent Name – Print Clearly: _____
Agent Mailing Address: _____
City: _____ State: _____ Zip: _____
BRE License #: _____ Exp. Date: _____
Agent Phone #: _____ Office Phone #: _____
Agent Email Address: _____

Office Name: _____
Office Address: _____
City: _____ State: _____ Zip: _____

Are you currently an active SFARMLS participant/subscriber? Yes No

Cooperating Details

Type of Key: ActiveKEY eKEY XpressKEY
Key Serial Number: _____ Pin #: _____
Primary Key Association: _____
Primary MLS: BAREIS Metrolist Other: _____

There is an initial programming fee of \$30. An annual cooperating maintenance fee is billed annually at the rate of \$105 per year and prorated monthly. A \$25 re-instatement fee is applicable if reactivating a previous coop account.

As a condition to being granted the right to access the San Francisco Association of REALTORS® lockbox system, I agree to comply with all SFARMLS Rules and Regulations. I understand my cooperating key access may be terminated for violation of the provisions of the Rules and Regulations of SFARMLS and/or for termination of my key privileges by my primary association (the current SFARMLS Rules are available to you when you SSO into SFARMLS then click on LINKS then LINKS & DOCUMENTS). I also understand that the Association reserves the right to: (i) increase the System Fee annually, (ii) charge a Key activation fee, (iii) charge a late fee for any System Fee that is not paid as directed by the Organization, and (iv) charge a fee for any payment that is returned unpaid or for insufficient funds or credit.

Keyholder Signature: _____ Date: _____

(For Office Use Only)

New in Magic Existing in Magic

Fees Paid:

- One-Time Cooperating Fee \$ 30.00
- Annual Coop Key Maintenance Fee (**\$105/year**) Prorated amount according to schedule below \$_____
- Re-instatement Fee \$ 25.00

Total: \$_____

Agent ID: _____ Office ID: SFBR

Processed by Membership Dept. (Initials) _____

Processed by MLS/Key Dept. (Initials) _____

Processed by Accounting Dept. (Initials) _____

Prorated Annual Maintenance Schedule

Date KEY Cooped	12/25-1/24	1/25-2/24	2/25-3/24	3/25-4/24	4/25-5/24	5/25-6/24	6/25-7/24	7/25-8/24	8/25-9/24	9/25-10/24	10/25-11/24	11/25-12/24
Prorated Amount	\$52.50	\$43.75	\$35.00	\$26.25	\$17.50	\$113.75	\$105.00	\$96.25	\$87.50	\$78.75	\$70.00	\$61.25