

Redlands Office: 820 W. Colton Ave, Redlands, CA 92374 | Corona Office: 321 E. Sixth St, Corona, CA 92879
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AGENT INFORMATION

Full Name: _____

Office Name: _____

TERMS AND CONDITIONS

- Lockboxes are to be leased at \$7.00 per month. Minimum lease is a standard CALENDAR QUARTER (January-March, etc.)
- There will be no refunds, credits or prorations.
- \$25 cleaning fee will be applied, if box is dirty upon return. (NO PAINT, MUD, WHITEWASH, DIRT, GREASE ETC.)
- Boxes are to be in full working order when issued and returned. If a box has to be sent back for repair while in possession of Lessee, there will be a \$50.00 repair fee if not covered under warranty by Supra.

PENALTIES AND FEES

- Lessee is responsible to pay lease in a timely manner and before the next quarter begins. Failure to do so will result in MLS suspension and Supra key inactivation.
- Courtesy reminders are emailed whenever possible, but does not relieve responsibility to pay on time.
- When batteries begin to lose strength the agent needs to remove and return the entire lockbox to TIGAR for an exchange. If the iBox BTLE loses all power it is the agent's responsibility to have it removed at the shackle and return it to TIGAR for an exchange. Bolt cutters are available at the TIGAR office that can be borrowed to remove the Lockbox.
- Any damage caused by lockbox/lockbox removal is the sole responsibility of the agent and broker.
- Lessee and broker are responsible for the \$95 Recovery Charge for any lockbox that is Stolen, Damaged, or Lost.
- A \$7 late fee will be applied to EACH individual lockbox 5 days after the due date if not returned.
- Lockbox lease renewals are automatically deducted each quarter. Leased lockbox(es) must be returned by the end of the calendar quarter to avoid renewal or late charges.

ATTENTION: If your lockboxes are 2 quarters behind or more you will NO longer be able to lease out anymore lockboxes until your account is brought current.

Visa

Mastercard

Discover

American Express

Card # Exp. Date CID

Name as it appears on credit card: _____

Credit card billing address: _____

City: _____ State: _____ Zip Code: _____

By signing this Lockbox Lease Agreement, I hereby agree and accept to follow the terms, conditions, penalties and fees herein defined. I authorize The Inland Gateway Association of REALTORS® (TIGAR) to automatically charge my credit card on the lockbox renewal due date. I understand that TIGAR will not be responsible for any bank charges incurred due to the Auto Debit. I also understand and agree to the Association's no refund policy on all Dues and Lockbox payments. Should I choose to cancel my Auto Debit and no longer need the lockbox, I understand that it is my responsibility to return the lockbox to the TIGAR office before the charge is incurred. Credit card transactions will reflect, "REALTOR ASSOCIATION/ML" on your monthly statement. Pricing is subject to change without notice upon Board of Director action. It is my responsibility to update auto debit information when necessary and will be responsible for late penalties if not updated by the due dates.

Signature of Lessee/Agent: _____