



Authorization for Unlicensed Personal Assistant to Hold a Supra Lockbox Key

Kansas City Regional Association of REALTORS®
One Hallbrook Place ■ 11150 Overbrook Road, Suite 100 ■ Leawood, KS 66211
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Unlicensed Personal Assistants may obtain a **limited-access** Supra Lockbox Key with the authorization of the **Designated REALTOR®** (Broker) where the Personal Assistant is employed. The Personal Assistant may subscribe to the DisplayKEY or the eKey basic service. The **Designated REALTOR®** verifies that the Personal Assistant will only use the Supra Key to access properties as instructed to do so by the employing REALTOR® member or **Designated REALTOR®** member. All other KCRAR and Supra rules will be observed.

The **Designated REALTOR®** is responsible for the manner of usage covered under the **KCRAR Key and Lockbox Policy** for the Lockbox Key issued to the Unlicensed Personal Assistant. Also, the **Designated REALTOR®** must notify KCRAR within 24 hours if the Personal Assistant is no longer employed or associated with the brokerage.

The **Employing Agent** assumes full financial responsibility for all Supra activation fees, lease fees and the return of all Supra equipment to KCRAR at the termination of the lease.

Unlicensed Personal Assistant / Office Manager Information:

First Name _____ Middle Initial _____ Last Name _____

Home Address _____

City _____ State _____ ZIP Code _____

Home Phone (_____) - _____ - _____ Social Security Number _____

Employing Agent Billing information:

Agent Name _____

Office/Home Address _____

City _____ State _____ ZIP Code _____

Phone (_____) - _____ - _____

Designated REALTOR®/ Office Broker information:

Office Name _____

Office Address _____

City _____ State _____ ZIP Code _____

Office Phone (_____) - _____ - _____ Office MLS ID _____

Designated Realtor/Broker Signature **Date**

Employing Agent Signature **Date**

Designated REALTOR® (please print)

Employing Agent (please print)

Office Use: Key Number Assigned _____ PA Member # _____