



# Key Exchange Authorization Agreement

A Keyholder may send a representative to exchange a DisplayKEY or have an eKey reloaded by the following method:

- A. The Keyholder must fill out, sign and date an *Key Exchange Authorization Agreement* form to be sent with the representative. This form must be filled out in its entirety.
- B. The Keyholder must provide a copy of his/her driver's license.
- C. A GE/Supra support reference number must be provided by the Keyholder before the exchange can take place. A Supra reference number may be obtained by contacting Supra Support @ 1-877-699-6787. Supra support is available from 7:00am till 9:00pm Central Time, 7 days a week.
- D. The *Key Exchange Authorization Agreement* must also be signed by the representative who is accepting the key. The representative must also present their driver's license at the time of the exchange to confirm their identity. The drivers' license will be copied and retained for confirmation purposes.
- E. This form must be completed for each key exchange transaction.

The above does not apply to the exchange of cradles. Anyone can exchange a cradle, as long as the old cradle and all of its cables are returned to the Association at the time of the exchange.

KCRAR reserves the right to deny this method of DisplayKEY exchange or eKey reloading at the discretion of association management. Denial can be made on the basis of maintaining key system security/integrity or if the action in any way violates the Keyholder agreement or if the exchange is deemed not to be in the best interest of *Kansas City Regional Association of REALTORS®*.

1. *Keyholder's Name* \_\_\_\_\_ (Please Print)

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_ 20\_\_\_\_\_

2. *Representative Name* \_\_\_\_\_ (Please Print)

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_ 20\_\_\_\_\_

3. *GE/Supra Reference Number* \_\_\_\_\_

4. *Association Representative Signature* \_\_\_\_\_

<b>Office Use Only:</b>		
Keyholder ID _____ Key # _____ Replacement # _____		
Has the GE/Supra Reference Number Been Confirmed? Yes / No	Representative Drivers License Attached? Yes / No	Copy of Agent Drivers License Attached? Yes / No