

SentriCard

REALTORS®

- REALTORS® in good standing who belong to the Association or the MLS are issued a MemberID/SentriCard.
- A one time activation of \$50.00 fee is applicable.
- SentriCard holders must update their cards daily for authorization.
- A member who has lost a SentriCard or Card Reader will be charged the applicable replacement fee.
- SentriCard training as required and can be arranged with the Association office.
- Each member may possess only one SentriCard at a time.
- Only the authorized lessee may use their assigned SentriCard.
- **A lessee cannot loan, lend, borrow, rent, share, sell, transfer or allow temporary possession of their SentriCard to another licensee or any other person for any purpose at any time. The fine for participating in such action shall be \$1,000 for each occurrence, but not to exceed \$2,500 for each party.**
- **REALTORS® must contact the listing broker to disclose their agency status and to arrange appointments to show listed property unless stated otherwise on the MLS computer listing. The fine for entering a property without appointment shall be \$500.**
- **No lessee shall mark the access code in either a temporary or permanent fashion on the SentriCard. The fine for such action shall be \$300 for the first offense, and double the previous fine for each subsequent offense.**
- **The Professional Standards Committee is charged with the hearing and determination of applicable fines and shall follow the rules of procedure as outlined in the most recent version of the NAR Code of Ethics and Arbitration Manual.**
- Lost or stolen SentriCards shall be reported to PAAR immediately upon discovery of the loss or theft along with a report of the circumstances surrounding such loss or theft. Upon receipt of notice PAAR shall take steps deemed necessary to re-secure the system.
- Members requesting their SentriCard pin code by phone will be required to provide acceptable identification before the information is released.
- A lessee that drops their membership is required to return the SentriCard and card reader to the Peoria Area Association of REALTORS® immediately.

AFFILIATES

- Affiliate members working in the area of home inspections or pest control can apply for the lease of SentriCard subject to the approval of the Association/MLS Committee.
- Qualified Affiliate members can lease SentriCard equipment for \$45.00 per quarter or the applicable quarterly fee and a one time per issuance activation of \$75.00 will be assessed upon issuance.
- A member who has lost a SentriCard or Card Reader will be charged the applicable replacement fee.
- SentriCard training can be arranged with the Association office.
- Each cardholder may possess only one SentriCard at a time.
- Card holders must update their SentriCards daily for authorization.
- Only the authorized lessee may use their assigned SentriCard.
- **A lessee cannot loan, lend, borrow, rent, share, sell, transfer or allow temporary possession of their SentriCard to another licensee or any other person for any purpose at any time. The fine for participating in such action shall be \$1,000 for each occurrence, but not to exceed \$2,500 for each party.**
- **No lessee shall mark the access code in either a temporary or permanent fashion on the SentriCard. The fine for such action shall be \$300 for the first offense, and double the previous fine for each subsequent offense.**
- **Lessee must arrange appointments to enter property with the listing company and receive a "Call before Showing" code. The fine for entering a property without appointment shall be \$500.**
- Lost or stolen SentriCards shall be reported to PAAR immediately upon discovery of the loss or theft along with a report of the circumstances surrounding such loss or theft. Upon receipt of notice PAAR shall take steps deemed necessary to re-secure the system.
- Members requesting their SentriCard pin code by phone will be required to provide acceptable identification before the information is released.
- Charges for the SentriCard and card reader will be included on the member's quarterly invoice.
- Cancellation of the SentriCard lease and card reader is an option at the end of the quarter.
- A lessee that drops their membership is required to return the SentriCard and card reader to the Peoria Area Association of REALTORS®.

Lockboxes

- The Lockbox system and lease of boxes is a voluntary service of the association / MLS.
- Lockboxes can be leased from the Association at a rate of \$1.00 per lockbox for a six month lease. A prorated amount per lockbox will be charged for the remaining months of the six month lease period.
- For those participating in the lockbox program, a quarterly user fee applies and will appear on the Association invoice.
- Prior to the start of the next quarter's billing cycle, agent's have the option to return any lockboxes they no longer wish to lease for credit.
- Lost or damaged leased lockboxes are subject to a purchase/or replacement fee of \$89.00 per lockbox plus applicable taxes/fees.
- Defective leased lockboxes will be replaced at no charge.
- **No lessee shall mark the shackle code in either a temporary or permanent fashion on the electronic lockbox.**
- Members requesting a shackle code for one of their assigned lockboxes will be required to give sufficient identification before the information is released.
- A member may only receive the shackle code for equipment they have leased.
- The Broker-Owner/Manager of a company can receive the shackle code or SentriCard pin code for any agent in his office upon request with sufficient proof of identity.