



# LOCKBOX LEASE AGREEMENT

• 321 E. Sixth St. Corona, CA 92879 • Ph: 951-735-5121 • Fax: 951-735-0335 • www.tigar.org

## AGENT INFORMATION

Full Name: \_\_\_\_\_

Office Name: \_\_\_\_\_

## TERMS AND CONDITIONS

- Lockboxes are to be leased at \$6.00 per month. Minimum lease is a standard CALENDAR QUARTER (Jan.-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.
- Broker will be notified after the 15th of the Quarter of all outstanding boxes.
- 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. Liability will be lifted from stolen boxes with a valid police report turned into TIGAR.
- A \$6 late fee will be applied to EACH individual lockbox if not returned or extended by the due date.
- Lockbox lease renewals are automatically deducted each quarter. Leased lockbox(es) must be returned within 15 days of 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.

**Broker takes full responsibility for licensee, and will be financially responsible for this lockbox during the time in which the licensee is on the Broker's TIGAR roster. If the Broker has not given written notice to TIGAR of Agent termination, all fees will continue to assess and Broker will be subject to MLS termination for failure of payment in accordance with TIGAR bylaws.**

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. If the due date falls on a weekend or holiday it will be applied on the following business day. 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: \_\_\_\_\_

Signature of Lessee's Broker/Designated REALTOR®: \_\_\_\_\_