



THE ROLE/RESPONSIBILITY OF THE DESIGNATED BROKER RE: THE GMAR ELECTRONIC LOCKBOX SYSTEM

1. Read and sign the sub-lease agreement as a prerequisite to receiving electronic boxes.
2. Ensure that lockboxes are not placed on a property without written authority from the seller. This authority may be established in the listing contract or in a separate document created specifically for this purpose.
3. Ensure that lockboxes are used only for GMAR's GreaterMLS listings and by GreaterMLS subscribers under your Brokerage.
4. Track and manage boxes internally within the brokerage and determine how they will be distributed to users (agents/brokers within your brokerage participating with the GreaterMLS). Each box has been assigned a unique serial number and shackle code. Through SentiLock broker sharing settings that GMAR has activated for you, your agents are able to manage the lockbox (assign to a listing, track lockbox access, generate one day codes, etc.). This process keeps the Designated Broker the owner of the lockbox at all times and at no instance should the lockbox be transferred to a user as the "owner" of the lockbox
5. Develop and adhere to an office policy that will advise users of your defined procedures, track when a box is provided to a user and when it is returned, add the MLS number or address for tracking and receiving reports; whether the user will be responsible for replacement cost if a box is lost or not returned; etc.
6. If a user leaves the company, retrieve the lockbox(es) made available to the user since the lockbox has been subleased to the Designated Broker, who will be liable for its replacement. The lockbox cannot be transferred with the departing user to another brokerage unless the Designated Broker physically brings the box to the GMAR office to be reprogrammed to the new company, and the new company's broker is an authorized Designated Broker, an active GreaterMLS subscriber, and has executed the necessary documents for SentiLock access. Lockboxes cannot be transferred to another MLS.
7. Respond to lockbox audits when requested. The audit will be conducted to assess possible reallocation of lockboxes to companies based upon listing counts. This could mean that the company may be asked to return some boxes if the number in possession is significantly greater than the current number of pending and active listings. We anticipate the audit will be conducted on an annual basis.



8. Liable for loss or for lockboxes not returned when requested. Designated Broker will be invoiced for any lockbox(es) not returned when requested at the current market price on the date of the request to return.
9. To request additional boxes and arrange for lockbox pickup, contact GMAR at which time eligibility for more boxes (based upon active listing counts) will be confirmed and the request processed if approved. Please remember that this is a broker-centric system, so lockboxes will be subleased to and delivered to designated brokers. However, a broker designee may pick up lockboxes on behalf of the broker once an Authorization to Release Lockboxes to Designee form is completed, signed and submitted to GMAR in advance.

By signing below, the Designated Broker acknowledges that they have received, read, and fully understand the roles and responsibilities outlined in this document. The Designated Broker further agrees to comply with all stated requirements and accepts full responsibility for the proper management, use, and oversight of the electronic lockbox system in accordance with GMAR policies and procedures.

Company

Designated Broker Signature

Designated Broker Printed Name

Date