






# MEMBERSHIP INSTRUCTIONS

Become a SentriLock Member today to easily and conveniently access SentriLock lockboxes from your Smartphone using the *SentriKey Real Estate App*! You'll never have to ask for a 1-Day Code again!

SentriLock Membership is a two-year service agreement with SentriLock and gives you immediate access to the *SentriKey Real Estate App*. The annual fee is \$99.00 plus sales tax and SentriLock's renewal is June 1<sup>st</sup> of each year.

To get started, fill out, sign, and return the following SentriLock Membership Agreement. You will need to provide a cell phone number to register and use the *SentriKey Real Estate App*. Completed agreements can be emailed to [membership@chicagorealtor.com](mailto:membership@chicagorealtor.com).

Once your membership has been processed, you will receive an Activation Email from SentriLock. Follow the email instructions to complete your registration and pay your initial membership fee.

SentriLock's Initial Membership Fee is prorated on a quarterly basis.

If joining SentriLock during the following months...	Then your Initial Fee is...
June – August	\$99.00
September – November	\$74.25
December – February	\$49.50
March – May	\$24.75

Please note it will be your responsibility to keep your SentriLock Membership in good standing and pay the annual fee of \$99.00 plus sales tax directly to SentriLock each year by June 1<sup>st</sup>. A reactivation fee will apply if you do not renew your membership annually. SentriLock Membership is not included with your annual CAR REATLOR® Dues.

Once fully registered, download the *SentriKey Real Estate App* from the App Store or Google Play and sign-in using the log-in credentials you created during registration.

To learn all of the features of your *SentriKey Real Estate App*, visit [SentriLock.com/support](http://SentriLock.com/support) for Instructional Videos and FAQs

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*As of March 2021, SentriLock began phasing out the use of physical SentriLock cards. The Chicago Association of REALTORS® will no longer provide physical SentriLock cards for new SentriLock members, or replacement cards for existing members. All SentriLock Members will need to use the SentriKey Real Estate App to take advantage of their SentriLock Membership.*



# Chicago Association of REALTORS® Smart Card Agreement on Seller Access Approval

This Agreement is dated as of \_\_\_\_\_, 20\_\_\_\_\_, and is by and between the Chicago Association of REALTORS® (CAR) and \_\_\_\_\_, a REALTOR® member of CAR ("Member").

The parties to this Agreement acknowledge and agree that it is necessary to provide for certain understandings and agreements relating to the security and use of the SentiLock Smart Card used by the Member pursuant to a license Agreement previously executed between CAR and the Member.

SentiLock lockboxes offer unique options for access control, security, and data management for the Member and sellers and clients. The parties to this Agreement acknowledge the important security that the Smart Card system provides to clients of CAR members and that all CAR members, including the Member that is a party to this Agreement, protect that security in utilizing the Smart Card system.

Accordingly, in consideration of the mutual covenants and agreements contained in this Agreement, the Member and CAR do hereby agree as follows:

1. The Member acknowledges and agrees that the Member will maintain security of the Smart Card and prevent use of the Smart Card by any unauthorized persons.
2. The Member will comply with the following specific Smart Card security measures:
  - a. The Member will keep the Smart Card in the Member's possession or in a safe and secure location at all times.
  - b. The Member will not allow the Member's PIN to be attached to or with the Smart Card at any time.
  - c. The Member will not loan or otherwise transfer the Smart Card to any person, including, without limitation, another real estate licensee.
  - d. The Member will not use the Smart Card for any personal, non-business related purpose of any kind.
  - e. The Member will not allow the Smart Card to be used for any purpose by any other person other than the Member, except as otherwise provided in this Agreement.
  - f. The Member will not duplicate the Smart Card or allow any other person to attempt to duplicate the Smart Card.
  - g. The Member will not assign, transfer, or pledge the Smart Card without the written permission of CAR.
  - h. The Member will immediately notify CAR of the loss or theft of the Smart Card and the circumstances surrounding the loss or theft. The Member will cooperate with the proper authorities in reporting the loss.
  - i. The Member will not deliberately damage or deface the Smart Card.
  - j. The Member will return the Smart Card to CAR or provide evidence of its destruction upon the termination of the Member's use of the Smart Card.
  - k. The Member will not give a one day code for the Smart Card to anyone other than the following, and only in conjunction with official business of a prospective real estate transaction:
    - Agents                      • Appraisers                      • Inspectors
    - Brokers                      • Contractors                      • Anyone authorized in advance by the Seller in writing
  - l. The Member will require any recipient of a one-day code to agree to comply with the terms and conditions set forth in this Agreement.
  - m. SmartLock annual fee subject to change.
  - n. 2 year lease agreement as of June 1<sup>st</sup> per SentiLock's fiscal year. A reactivation fee will apply if you do not renew.
3. Any violation or noncompliance of this Agreement by the Member will require the Member to pay to CAR a fine up to \$2,500.

**IN WITNESS WHEREOF, the Member and CAR have set their hands and affixed their seals on the date first above written.**

\_\_\_\_\_  
Member Name

\_\_\_\_\_  
Member ID Number

\_\_\_\_\_  
Cell Phone Number *(Required to Authorize Registration and use of SentiKey App)*

\_\_\_\_\_  
Member Signature

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Email your completed and signed agreement to [membership@chicagorealtor.com](mailto:membership@chicagorealtor.com) to begin your enrollment process.