

## **SECTION EIGHTEEN COMMON KEY LOCK BOX SERVICE**

Section 18. The Multiple Listing Service offers a Common Key Lock Box Service to the homeowner clients of its Participants for greater accessibility to the listed property by those authorized to use the service. Multiple Listing Service subscribers attach a key lock box on a listed home for sale and the house key inside the box. Qualified Keypad holders use their issued Multiple Listing Service Keypads to open the lock box. The Multiple Listing Service Keypad is a special Keypad, numbered and issued only to Association Members who subscribe to the Multiple Listing Service. Keypad Holders must place deposits on the Keypad and sign agreements as to its use and care. Only authorized subscribers of the Multiple Listing Service are authorized to carry and use Multiple Listing Service Keypads. A security system of the Multiple Listing Service Keypad issuance has been developed to ensure the best possible safeguards. All Keypad Holders pledge to abide by this security system by signing the Master Key Custody Agreement and abiding by the following Common Key Lock Box Rules:

Section 18.1 All appointments for showing or accessing property with a Multiple Listing Service Lock Box must be scheduled through the Listing Broker.

Section 18.2 Keypad Holders using the Multiple Listing Service Keypad must remember to shut all windows, turn off all lights, and lock all doors after showing property.

Section 18.3 Keypad Holders will report to the Listing Broker the results of the showing as soon as possible.

Section 18.4 Keypad Holders will not, under any circumstances, loan the Multiple Listing Service Keypad to any individual not authorized by a Master Key Custody Agreement on file with Knoxville Area Association of REALTORS® Multiple Listing Service to use a Multiple Listing Service Keypad.

Section 18.5 Keypad Holders found guilty of loaning the Multiple Listing Service Keypad to an unauthorized individual will be required to forfeit their right to use the Keypad.

Section 18.6 Keypad Holders with lost or stolen Multiple Listing Service Keypads will immediately notify the Knoxville Area Association of REALTORS®, the police and the broker of the firm of such loss and follow the instructions in the Master Key Custody Agreement.

Section 18.7 Keypad Holders with any change in status (release, transfer, suspension or revocation) will immediately return the Multiple Listing Service Keypad to the proper authorities.

Section 18.8 Listing Brokers will notify the seller, at the time of listing, of the Multiple Listing Service Lock Box System. The seller will be asked for permission to use the Multiple Listing Service Lock Box.

Section 18.9 Showing and Accessing Keypad Holders will not leave business cards or other company literature on the premises unless requested by the Listing Company.