



UNLICENSED PERSONAL ASSISTANT
Application to obtain a Supra eKEY

Please complete the following documents and return to Genya Dell'Orefice
E: genya@nccbor.com | F: 302.762.4800

Please print or type the following required information:

Name _____

Email Address: _____ Cell Phone # _____

Home Address: _____

Broker Name: _____

Assistant To: _____

Office Name: _____

Office Address: _____

Office Phone Number: _____

Please include the following with this application:

- Copy of Bright MLS Application
- Keycard Usage Agreement Form Signed by Broker
- Completed Credit Card Charge

Cost

- \$200 – Application Fee
- \$75 – Yearly Personal Assistant Fee

Call (302) 762-4800 to schedule an eKey appointment AFTER the documentation and payment have been received.



KEYCARD USAGE AGREEMENT

IT IS HEREBY AGREED AMONG THE New Castle County Board of REALTORS®
(ISSUER) _____ (PRINCIPAL) of _____ (Firm and Branch) And
Principal's ASSOCIATE _____ (KEYHOLDER) WITNESSETH:

1. KEYCARD RECEIPT. KEYHOLDER hereby acknowledges receipt of (check one) ___ Active Key ___ eKey.
2. TITLE TO KEYCARD. Keycard is the property of SUPRA.
3. RULES AND REGULATIONS. These portions of the New Castle County Board of REALTORS® and TREND's Rules and Regulations pertaining to Keycards, Keyboxes, and their use are incorporated herein by reference, as they now exist and as they may be amended from time to time. PRINCIPAL and KEYHOLDER agree to comply with provisions contained therein as they relate to Keyboxes and Keycards. A violation of the TREND and New Castle County Board of REALTORS® Rules and Regulations shall constitute a violation of this agreement, which may result in a fine, deactivation of key service, or both. KEYHOLDERS are authorized to use the KEYCARD only while they are associated with the Principal who signed the KEYCARD Usage Agreement, and only if they are qualified to hold a KEYCARD. KEYHOLDERS understand that they may not continue to use their KEYCARD when they transfer to a new NCCBOR member Principal until the appropriate document is signed by the new Principal; nor may they continue to use their KEYCARD if they are no longer qualified to hold a KEYCARD. KEYHOLDERS understand the keycard is authorized for use only as it relates to the Principal.
4. SYSTEM FEE. PRINCIPAL agrees that PRINCIPAL will be assessed a monthly system fee for KEYHOLDER. Such fee shall be reasonably adjusted on an annual basis to enable the NCCBOR to cover expenses of loan payments and the equipment, software, administration, and maintenance of the system.
5. TRANSFER. If KEYHOLDER transfers from one firm to another, KEYHOLDER will be entitled to continue hereunder, provided the new PRINCIPAL provides the NCCBOR with the Delaware License Change form. A fee, if any, may be assessed and must be paid by PRINCIPAL or KEYHOLDER for such transfer of responsibility. The releasing PRINCIPAL remains responsible for that KEYHOLDER until the Delaware License Change form is received by NCCBOR.
6. TERMINATION OF PRINCIPAL/KEYHOLDER. PRINCIPAL and KEYHOLDER acknowledge that in the event KEYHOLDER or PRINCIPAL is terminated as a member in good standing with the New Castle County Board of REALTORS®, or KEYHOLDER's association with PRINCIPAL is terminated for any reason, Keycard will be deactivated immediately and to avoid any unnecessary fees should be returned to NCCBOR immediately.
7. SECURITY OF KEYCARD. KEYHOLDER agrees to:
 - a. Keep the card in KEYHOLDER possession or in a safe place at all times.
 - b. Not have the PIN attached to or written on the ActiveKey or eKey.
 - c. Not loan the ActiveKey or eKey to any person, for any purpose whatsoever, nor permit the card to be used for any purpose by any other person.
 - d. Not duplicate the ActiveKey nor allow any other person to do so.
 - e. Immediately notify ISSUER of the loss or theft of an ActiveKey and the circumstances surrounding such loss or theft.
 - f. Follow all additional security procedures specified by the ISSUER.
8. INSPECTION/ KEYCARD AUDIT. ISSUER shall have the rights to inspect the KEYHOLDER's key all reasonable times and places. KEYHOLDER agrees to submit the key for inspection at ISSUER's office not less than 48 hours after receipt of written notice, or at any other time upon oral request if ISSUER believes that the integrity and security of the system is in jeopardy. Failure to comply with the terms of this paragraph shall result in deactivation of KEYHOLDER's PIN. PRINCIPAL shall assist in inspections or audits of keys and KEYHOLDERS as requested by ISSUER.
9. INDEMNIFICATION/ RELEASE. KEYHOLDER covenants and agrees to indemnify and hold ISSUER harmless from any and all liability, obligations, or demands against ISSUER as a result of KEYHOLDER's use of the ActiveKey including, but not limited to, any and all liabilities, including attorney's fees, incurred by ISSUER as a result of damage or injury to premises or persons arising out of the use by KEYHOLDER or by any other person of the ActiveKey. PRINCIPAL and KEYHOLDER release ISSUER from any and all claims, liability, loss or damage of any kind caused by or resulting from use, malfunctions or loss of use, of the Keyboxes or Keycard caused by the actions, failure to act or negligence of ISSUER.
10. REIMBURSEMENT. KEYHOLDER agrees to reimburse ISSUER for any and all expenses incurred by ISSUER in the event that the Keybox System must be re-secured due to negligence on the part of KEYHOLDER.
11. PRINCIPAL'S RESPONSIBILITY. PRINCIPAL confirms that he/she is an owner, partner, or corporate officer of above named firm, has the authority to sign this agreement for the firm, and that PRINCIPAL or their designee is a member of the new Castle County Board of REALTORS®. Furthermore, PRINCIPAL confirms that KEYHOLDER is associated with the firm named above, and that PRINCIPAL is jointly and severally liable with KEYHOLDER for all duties, responsibilities, and undertakings of KEYHOLDER under this agreement, provided, however this agreement shall not be construed to make KEYHOLDER an employee of PRINCIPAL.
12. AUTHORIZATION. KEYHOLDER will secure authorization from the owner or tenant in possession of any property listed for sale prior to the installation and use of a Keybox on such property. Such authorization shall disclose that the Keybox is not designed or intended as a security device and shall at least those disclosures and agreements required by the rules of the New Castle County Board of REALTORS® and TREND.
13. NO ASSIGNMENT. This agreement may not be assigned by KEYHOLDER.

INTENDING TO BE LEGALLY BOUND, THE PARTIES HAVE SIGNED THIS AGREEMENT TO BE EFFECTIVE ON THE DATE SIGNED BY
ISSUER.

Date _____
 KeyHolder's Name _____
 KeyHolder's Signature _____
 Issuer, NCCBOR Chief Executive Officer Signature _____
 Principal's Name _____
 Principal's Signature _____
 Firm Name _____
 Firm Address _____
 Firm Telephone _____



CREDIT CARD CHARGE FORM

MEMBER NAME: _____ FIRM: _____

Quantity	Description of Charge	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL AMOUNT CHARGED		\$ _____

Card #: _____ - _____ - _____ - _____

CID# _____ Zip Code: _____

Expiration Date: _____

Cell: _____ Business: _____

Signature: _____ Date: _____