

**REALTORS® Association of York & Adams Counties**  
**901 Smile Way, York, PA 17404 717-843-7891 Fax 717-854-0720**

**KEY LEASE AUTHORIZATION**

It is hereby agreed among the REALTORS® Association of York & Adams Counties, Inc., (RAYAC);

\_\_\_\_\_ of \_\_\_\_\_  
 Designated REALTOR® Business Name

\_\_\_\_\_ and \_\_\_\_\_, as follows:  
 Office Branch / Location Key Holder

1. **KEY RECEIPT.** Holder hereby acknowledges receipt of Key # \_\_\_\_\_
2. **TITLE TO KEY.** Issuance of key shall not in any way convey ownership to holder.
3. **NO LOAN OF KEY.** Holder shall not loan their key to any person except as provided for within the Emergency Key Authorization Form. Nor shall a key holder borrow a key from another key holder except as provided within the Emergency Key Authorization Form.
4. **LOSS OF KEY.** In the event holder loses the key, holder shall notify RAYAC immediately and promptly thereafter provide a signed statement as to all the facts surrounding the loss. A new key shall be issued to holder only upon the payment of replacement costs.
5. **MISUSE OF KEY.** Holder acknowledges that if they show an occupied property using a key contained in a Lockbox without first receiving permission of the listing office or permission from the seller if MLS showing instructions so provide, holder is in violation of the Lockbox Rules & Regulations and is subject to sanctions. Holder also acknowledges that if they show a vacant property using a key contained in a Lockbox without first making a reasonable attempt to receive permission from the listing office unless MLS showing instructions indicate otherwise, the holder is in violation of the Lockbox Rules & Regulations and is subject to sanctions.
6. **INDEMNIFICATION.** Holder covenants and agrees to indemnify and hold RAYAC harmless from any and all liability obligations, or demands against RAYAC including, but not limited to, any and all liability, including attorneys' fees, incurred by RAYAC as a result of damage or injury to premises or persons or loss of property from the premises arising out of the entry by holder or any other person into any premises by use of the key.
7. **DR RESPONSIBILITY.** Designated REALTOR shall notify RAYAC should the licensee/employee terminate his/her relationship for whatever reason. Designated REALTOR agrees that he/she is jointly and severally liable with holder for all duties, responsibilities, and undertakings of holder under this Agreement.
8. **ENTIRE AGREEMENT.** All parties agree to abide by and be bound by all of the Rules & Regulations of the Lockbox Program of the REALTORS® Association of York & Adams Counties, Inc. and acknowledge receipt of the Lockbox Rules & Regulations.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
 month year

\_\_\_\_\_  
 Key holder's Signature

\_\_\_\_\_  
 Key holder's preferred phone #

\_\_\_\_\_  
 Key holder's e-mail address

\_\_\_\_\_  
 Designated REALTOR (Broker)'s Signature