



# SENTRILOCK – READ FIRST

**SentriLock consists of three main items:**  
SentriLock Membership, SentriLock Card  
Reader, and SentriLock Lockbox.

**1. SentriLock Membership\*** is on a two-year service with SentriLock. The annual fee is \$99.00 plus sales tax and the new year starts June 1 of each year. Upon activation of your SentriLock Membership, immediate access to the SentriKey Mobile app will become available. A confirmation email including log-in credentials will be emailed to you upon completion of your order.

**2. SentriLock Card Reader\*\*** is a device used to update the SentriCard's information once every four days. If the SentriCard does not get updated through the card reader within the four day period, the card will remain expired until it's inserted into the reader and gets updated. This is a one-time fee of \$55.00 plus sales tax.

***Note:** if you will only be using the mobile app, the reader is not needed.*

**3. SentriLock Lockbox\*\*** is \$129.99 plus sales tax and includes shipping. Lockboxes are needed if you want to put one on one of your listings. If you need to access lockboxes and don't need one for your listings, you do not need to purchase a lockbox.

\*A reactivation fee will apply if you do not renew.

\*\*Both the reader and lockbox are final purchases and are non-refundable.





# 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

\_\_\_\_\_  
Choose a PIN Number *(Must be 4 digits, cannot begin with 0 or be sequential)*

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

**Completed by Chicago Association of REALTORS® Staff Only**

\_\_\_\_\_  
Smart Card Serial Number *(To be completed by association staff)*

\_\_\_\_\_  
Staff Member:

\_\_\_\_\_  
Date:



# SENTRILOCK ORDER FORM

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

Agent ID: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Shipping Address: *(Required for all orders)* \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**COMPLETE ALL APPLICABLE SECTIONS BASED ON YOUR ORDER.**

- SentriLock Membership** – Includes a physical SentriLock Card and access to the SentriLock Mobile App. *(Prorated Quarterly based on month joined. Renews every June 1<sup>st</sup> at full rate)*  
 June – August \$99.00  
 September – November: \$74.25  
 December – February: \$49.50  
 March – May: \$24.75

- Replacement Card** – \$25.00 each + 10.25% sales tax
- SentriLock Card Reader\*\*** – \$55.00 each + 10.25% sales tax

Quantity \_\_\_\_\_ **SentriLock Lockbox\*\*** – \$129.99 each + 10.25% sales tax *(Includes Shipping)*  
*(Must have an existing Sentrilock Membership or be applying for Sentrilock Membership in order to use)*

**\*\*Both the reader and lockbox are final purchases and are non-refundable.**

## PAYMENT

**Credit Card Payment:**  Visa  MasterCard  AmEx  Discover Card

Credit Card Number \_\_\_\_\_

Expiration: \_\_\_\_\_ / \_\_\_\_\_ Credit Card Security Code: \_\_\_\_\_

### Credit Card Billing Address: (REQUIRED)

Same as shipping address

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_