

HOMETOWN ASSOCIATION OF REALTORS®
Lock Box Authorization Form

_____ (hereinafter collectively referred to as "Owner") has entered
into a listing agreement with _____ (hereinafter referred to as "Broker/Broker's Sales Associate") of
_____ (hereinafter referred to as REALTOR® Office") dated:
_____ 20____ pertaining to the sale of _____ (hereinafter referred to as "Premises")

Owner hereby authorizes Broker, Broker's sales associates and REALTOR® Office to use a lock box in conjunction with Broker's sale of Owner's Premises. Owner further authorizes Broker, Broker's Sales Associates and REALTOR® Office to place a lock box on the Premises during the term of the listing agreement between Owner and Broker.

Owner acknowledges, understands and agrees to the following:

1. A lock box is a designated repository for a key to the Owner's Premises, permitting Broker, Broker's sales associates, members of the HomeTown Association of REALTORS® Multiple Listing Service (hereinafter MLS) and their authorized licensees to use the lock box to obtain a key to Owner's Premises in order to market, sell or lease and have access to the interior of Owner's Premises.
2. Owner has been advised by Broker or Broker's sales associates that while the lock box is on the Owner's Premises, Owner should safeguard all of his/her/their valuables located at the Premises and may wish to remove the valuables during the time the lock box is located on the Premises.
3. Owner is not required to allow Broker to use the lock box for the sale of Owner's Premises.
4. If Owner's Premises is occupied by a tenant/ lessee, the tenant/lessee shall be required to consent to this authorization.
5. Owner may notify Broker in writing at any time during the term of the listing agreement that the lock box be removed from Owner's Premises.
6. Owner agrees that neither Broker, Broker's sales associate, REALTOR® Office, member of the HomeTown Association of REALTORS® Multiple Listing Service nor the HomeTown Association of REALTORS® Inc. shall be liable for any damages or claims arising from the use of the lock box or lock box keys, and agrees to indemnify and hold harmless Broker, Broker's sales associates, REALTOR® Office, members of the HomeTown Association of REALTORS® Multiple Listing Service and the HomeTown Association of REALTORS® Inc. for any damages, claims or liability of every kind and nature arising from the use of the lock box and/or lock box keys.
7. That Broker, any agent of Broker, any other cooperating broker, the HomeTown Association of REALTORS® Inc. and members of the HomeTown Association of REALTORS® Multiple Listing Service are not insurers against the loss of Owner's personal property. Owner has been advised to verify the existence of or obtain personal property insurance through Owner's Insurance agent.

RECEIPT OF COPY IS HERBY ACKNOWLEDGED:

DATE: _____

DATE: _____

OWNER: _____

BROKER: _____

OWNER: _____

Tenant: The Tenant and Broker or Broker's Sales Associate have discussed the safeguarding and insuring of tenant's personal property and valuables located in the Premises during the listing period. The undersigned approves the above provisions and authorizes placement of a lock box on the Premises.

RECEIPT OF COPY IS HEREBY ACKNOWLEDGED:

DATE: _____

DATE: _____

TENANT: _____

TENANT: _____