



# APPLICATION FOR REALTOR® MEMBERSHIP



To the Carroll County Association of REALTORS® Inc., I hereby apply for REALTOR® Membership in the above named Board and am enclosing my check in the amount of \$ \_\_\_\_\_ which includes my **Application Fee** (if applicable), **Prorated Dues** (determined based on time within fiscal year) and for my **2019 Dues** which are **PAYABLE** to the **Carroll County Association of REALTORS®, Inc. or CCR**. My application fee and 2019 dues will be returned to me in the event of non-election. In the event of my election, I agree to abide by the Code of Ethics of the National Association of REALTORS®, which includes the duty to arbitrate, and the Constitution, Bylaws and Rules and Regulations of the above named Board, the State Association and the National Association, and if required, I further agree to satisfactorily complete a reasonable and non-discriminatory written examination on such Code, Constitutions, Bylaws and Rules and Regulations. I understand membership brings certain privileges and obligations that require compliance. Membership is final only upon approval by the Board of Directors and may be revoked should completion of requirements, such as orientation, not be completed within timeframe established in the association's bylaws. I understand that I will be required to complete periodic Code of Ethics training as specified in the association's bylaws as a continued condition of membership.

**NOTE:** Applicant acknowledges that if accepted as a member and he/she subsequently resigns from the Board or otherwise causes membership to terminate with an ethics complaint pending, the Board of Directors may condition renewal of membership upon applicant's certification that he/she will submit to the pending ethics proceeding and will abide by the decision of the hearing panel. If applicant resigns or otherwise causes membership to terminate, the duty to submit to arbitration continues in effect even after membership lapses or is terminated, provided the dispute arose while applicant was a REALTOR®.

I hereby submit the following information for your consideration:

Name as it appears on Real Estate License: \_\_\_\_\_

Real Estate License #: \_\_\_\_\_

Licensed/certified appraiser:  Yes  No Appraisal License #: \_\_\_\_\_

Office Name: \_\_\_\_\_

Office Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Residence Street Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Preferred Mailing:  Home  Office Preferred Phone:  Home  Office

*\* Please advise if you do not want your home address on mailing list. Mailing address may be made available for sale.*

Are you presently a member of any other Association of REALTORS®?  Yes  No

If yes, name of Association and type of membership held: \_\_\_\_\_

Have you previously held membership in any other Association of REALTORS®?  Yes  No

If yes, name of Association and type of membership held: \_\_\_\_\_

Have you been found in violation of the Code of Ethics or other membership duties in any Association of REALTORS® in the past three (3) years or are there any such complaints pending?  Yes  No (If yes, provide details as an attachment.)

If you are now or have ever been a REALTOR®, indicate your NAR membership (NRDS) #: \_\_\_\_\_

and last date (year) of completion of NAR's Code of Ethics training requirement: \_\_\_\_\_

**Are you a principal, partner, corporate officer or branch office manager?**  Yes  No **If yes, you must also complete 2<sup>nd</sup> page of this application.**

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the [Name] Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

By signing below I consent that the REALTOR® Associations (local, state, national) and their subsidiaries, if any (e.g., MLS, Foundation) may contact me at the specified address, telephone numbers, fax numbers, email address or other means of communication available. This consent applies to changes in contact information that may be provided by me to the Association(s) in the future. This consent recognizes that certain state and federal laws may place limits on communications that I am waiving to receive all communications as part of my membership.

Dated: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

Broker Signature: \_\_\_\_\_

(Optional Information): Date of Birth: \_\_\_\_\_

Specialty: [  ] Residential [  ] Commercial [  ] Resort [  ] International [  ] Other: \_\_\_\_\_  
How long with current real estate firm? \_\_\_\_\_ Previous real estate firm (if applicable): \_\_\_\_\_  
Number of years engaged in the real estate business: \_\_\_\_\_

**APPLICATION FOR REALTOR® MEMBERSHIP: PAGE 2 FOR DESIGNATED BROKERS/BRANCH MANAGERS**

Company information:     Sole Proprietor     Partnership     Corporation     LLC (Limited Liability Company)  
 Other, specify \_\_\_\_\_

Your position:     Principal     Partner     Corporate Officer     Majority Shareholder     Branch Office Manager

Names of other Partners/Officers/ of your firm:

\_\_\_\_\_

Have you ever been refused membership in any other Association of REALTORS®? [  ] Yes [  ] No  
If yes, state the basis for each such refusal and detail the circumstances related thereto:

\_\_\_\_\_

Is the Office Address, as stated, your principal place of business? [  ] Yes [  ] No  
If not, or if you have any branch offices, please indicate and give address:

\_\_\_\_\_

Do you hold, or have you ever held, a real estate license in any other state? [  ] Yes [  ] No  
If so, where:

\_\_\_\_\_

Have you or your firm been found in violation of state real estate licensing regulations within the last three years? If yes, provide details:

\_\_\_\_\_

Have you or you firm been convicted, adjudged, or otherwise recorded as guilty by a final judgment of any court of competent jurisdiction of a felony or other crime. If yes, provide details:

\_\_\_\_\_

I hereby certify that the foregoing information furnished by me is true and correct, and I agree that failure to provide complete and accurate information as requested, or any misstatement of fact, shall be grounds for revocation of my membership if granted. I further agree that, if accepted for membership in the Board, I shall pay the fees and dues as from time to time established. **NOTE:** Payments to the [Name] Board of REALTORS® are not deductible as charitable contributions. Such payments may, however, be deductible as an ordinary and necessary business expense. No refunds.

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**Dated:** \_\_\_\_\_

**Agent Signature:** \_\_\_\_\_

# CARROLL COUNTY REALTORS®

908 Washington Road, Westminster, MD 21157

Please complete and return this form along with your payment to the Association Office. If you have any questions or need assistance, call the CCR Office at (410)876-3530 or (410)857-0388 Fax: 410-876-5938

FULL NAME as it appears on Real Estate License

NAR ID# (NRDS#-9 digit)

OFFICE NAME & COMPLETE ADDRESS

CELL OR HOME PHONE NUMBER

CCR FISCAL YEAR: October 1 thru September 30.

MARYLAND REALTORS® FISCAL YEAR: November 1 thru October 31.

NAR FISCAL YEAR: January 1 thru December 31.

• **Application Fee:** \$100.00 (Waived with Letter of Good Standing from current board)

• **2018 Membership Dues:**

\$45.00

• **Nov. Pro-rate**

National - \$55 thru Dec. 31, 2018

• **2019 Membership Dues:**

\$712.00

• *Due September 1, 2018*

Local - \$317 thru Sept. 30, 2019  
State - \$210 thru Oct. 31, 2019  
National - \$185 thru Dec. 31, 2019

• Note: State and/or National Dues may possibly be waived; based on current board location and agent status.

• **Voluntary RPAC Contribution** +\$ \_\_\_\_\_ \$15 \_\_\_\_\_ \$35 \_\_\_\_\_ \$100 \_\_\_\_\_ Other

• **Voluntary Contribution CCAR Foundation** +\$ \_\_\_\_\_ \$15 \_\_\_\_\_ Other

• **Total amount enclosed** \$857.00 or \_\_\_\_\_

**For RPAC Contributions made by credit card:** You acknowledge that all credit card contributions are subject to the usual requirements of law applicable to RPAC contributions. The charge applied to the account as a result of the contribution must be paid with the personal funds of the individual by whom the contribution is made.

**For RPAC Contributions made by check:** Personal contributions made by check must be on a personal check, not on a corporate check. Contributions made on a corporate check will be treated as a corporate contribution as permitted under Maryland Campaign Finance Law.

**Please note: All dues payments by credit card (VISA or MasterCard) will now be processed through NAR e-commerce.** You also have the option to pay by electronic check through the NAR e-commerce. If you need assistance with navigating e-commerce, please feel free to contact the Association Office and one of the staff will be glad to help you through the process.

Method of Payment (please check all applicable boxes)

Check

Cash

MasterCard

Visa

Discover

Personal

Corporate

□□□□ □□□□ □□□□ □□□□

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**Credit Card Number** for payment of dues only

(Please use separate form for RPAC Contributions made by Credit Card)

Exp. Date

□□□□

Home address (for credit card billing purposes)

City

Zip Code

Security Number

Charge this amount to my credit card which will be processed through E-Commerce \$ \_\_\_\_\_

(Please note that this charge will appear on your credit card statement as REALTOR Association/MLS)

Signature: \_\_\_\_\_

As appears on credit card

## Procedures for REALTOR® Membership in CCR

1. Broker, Associate Broker or Salesperson must first possess a valid Maryland real estate license from the Maryland Real Estate Commission in order to begin the CCR membership process.
2. Complete a CCR Membership Application and obtain Broker or Manager's signature verifying that they are affiliated with their firm.
3. Pay the New Member Application Fee and Membership Dues.
4. Register for New Member Orientation Class and Code of Ethics Training.

**After meeting these preliminary requirements, the applicant may then be assigned a NRDS#. This will allow them to make application to Bright MLS and schedule an appointment to obtain a SentiLock Card.**

Applicant **MUST ATTEND** an Orientation class for new members and an approved course on REALTORS® Code of Ethics **within sixty (60) days** of submitting their application. Failure to complete the required Orientation and Code of Ethics training within the prescribed timeframe will result in deactivation of their SentiLock Card and notification to Bright MLS of applicants' failure to uphold their commitment to the Membership process.

Once the applicant has successfully **completed all** membership requirements, their membership request will be presented to the Board of Directors for approval. *The Board of Directors typically meets the 3rd Thursday of each month.* Membership will become final **ONLY** upon approval by the Board of Directors.

Following approval, the new member will receive a Membership Acceptance Letter from the Association President and will be presented with a Certificate of Membership and a REALTOR® lapel pin at the next General Membership Meeting. Or if they prefer, they may stop by the CCR office to pick up their certificate and pin.

Please attend our next General Membership Meeting on  
Thursday, March 21, 2019 at the Westminster Best Western

For Affiliate Appreciation

## VALUE IN MEMBERSHIP

1. **Exclusive Use of the term REALTOR®.** The term REALTOR® is a registered trademark that can be used only by members of the NATIONAL ASSOCIATION OF REALTORS®. As a member of CCR you can use the term REALTOR® on any of your signs, stationery, advertising, etc.
2. **Professional Standards.** Part of CCR's Mission Statement is to promote and maintain high ethical standards of conduct within the real estate profession for the protection and benefit of the public and our membership screens and processes ethics complaints from members and the public. CCR also offers Arbitration and Mediation facilities for REALTORS® to resolve business disputes.
3. **Education.** CCR provides members with opportunities for professional growth through educational programs. Numerous opportunities exist for members to fulfill the educational requirements of the Maryland Real Estate Commission. CCR members will receive FREE continuing education classes taken through CCR for the 2018 fiscal year – this is a \$150 value for the average member who needs 15 hours to renew their license. (*NAR designation courses such as GRI, ABR, CRS, etc. and online CE classes would be excluded*).
4. **Governmental & Political Affairs.** CCR monitors County, State & Federal legislation to provide members with current information on pending and newly enacted legislation and laws pertaining to real estate. Lobbying efforts supported by RPAC on the membership's behalf, help to protect the housing industry from over regulation and can actually increase your annual income potential by protecting your real estate business interests. CCR enjoys a good relationship with local and state legislators.
5. **Communication.** CCR has various networks in place to get the word out to the membership on new legislation, education, upcoming events, etc. through the REALTOR® Talk and Legislative Minute Newsletters, General Membership Meetings, Broker/Office Manager/Designated Office Coordinator Network, and Broadcast Email Updates. Visit our website at [www.carrollcountyrealtors.net](http://www.carrollcountyrealtors.net) or e-mail us at [ccar.info@carrollrealtors.org](mailto:ccar.info@carrollrealtors.org).
6. **Networking Opportunities.** CCR holds quarterly general membership meetings to update members on current issues, receive committee reports, introduce new members, recognize individual achievements and provide members with an opportunity to network with fellow REALTORS® and affiliates. Networking is an invaluable tool in the real estate business and offers opportunities to turn social contacts into business relationships that may lead to a referral or sale.
7. **State Wide Forms.** CCR has adopted and makes available the State Wide model forms and addenda that are reviewed periodically by Maryland REALTORS® legal counsel and provided for use by the membership.
8. **Multiple Listing and Information Services.** CCR participates and provides access to state of the art on-line Multiple Listing and Information Services as a stockholder of BRIGHT MLS.
9. **SmartCharts PRO.** CCR REALTORS® will also receive FREE access to SmartCharts PRO (a \$270 yearly value). SmartCharts Pro delivers accurate, timely market data in easy-to-understand charts and reports.
10. **Tech Helpline.** A new free member benefit of CCR! Tech Helpline is the real estate industry's number one technology support service. Today, nearly half of the REALTORS® in U.S. and Canada – more than 500,000 real estate professionals – have access to Tech Helpline.
11. **Recognition Awards.** CCR pays tribute to those members who achieve various levels of production in addition to recognizing members for their outstanding REALTOR® and community service.
12. **Community Relations.** CCR is involved in various community activities which provide members with the opportunity to be involved and give back to the community from which they derive their livelihood.
13. **Equal Opportunity in Housing.** CCR participates in promoting a public commitment to Fair Housing. CCR provides the Fair Housing handbook, poster and window logo free to new broker members.
14. **RPAC.** REALTORS® Political Action Committee provides a legal means by which REALTORS® band together for the purpose of political action. Through voluntary contributions by members, RPAC supports candidates who promote housing and real estate issues on the Local, State, and National levels. RPAC defends our industry against destructive legislation like the 2000 Septic Legislation, which if passed, would have had a crippling effect on the Real Estate Industry in Carroll County.
15. **Leadership Opportunities.** Through Carroll County REALTORS®' Leadership structure, CCR provides members with a chance to become involved in the policy making decisions that mold and drive the Carroll County REALTORS® and the real estate industry. Participation in Carroll County REALTORS® Leadership provides a multitude of personal and professional growth opportunities. Development of your leadership skills enhance your REALTOR® image, it heightens your knowledge of the industry and builds confidence and business contacts.
16. **Membership Directory/Day Planner.** CCR compiles and publishes an annual membership roster in a Day Planner format for convenient quick reference to your fellow REALTORS® and Affiliates.
17. **REALTOR® Store.** Located in the CCR office, members may purchase signs, contracts/forms, books, electronic lock boxes, keypads, and various real estate related specialty items.
18. **CCR Headquarters.** The Carroll County REALTORS® Office serves as a focal point where REALTORS® gather, discuss, plan and implement programs designed to inform and educate members and to favorably promote the real estate industry.
19. **Quality Leadership. CCR has devoted volunteer leadership.** The Officers, Directors and Committee leadership work hard for the membership to keep the Carroll County REALTORS® in the forefront of the real estate industry.
20. **Courteous, Helpful Staff.** CCR employs courteous, helpful staff to carry out the daily operation of Carroll County REALTORS®. Staff is available to assist members with answers to questions, address members concerns and to work closely with leadership to accomplish the mission and goals of Carroll County REALTORS®.

*Well, that's our top twenty and we are always willing to add to the list. Please contact the Association and talk to your leadership if there is anything that we can do to enhance your membership experience.*

## **CCR MISSION STATEMENT**

*The Carroll County Association of REALTORS® , Inc. is an organization of real estate professionals whose objective is to provide services that will continue to elevate professionalism to the highest degree in matters involving real estate and through collective efforts aspires to:*

- Promote and maintain high ethical standards of conduct within the real estate profession for the protection and benefit of the public and the membership.*
- Promote and provide opportunities for professional growth and education.*
- Promote the preservation of the right to own, transfer, and use real property.*
- Support legislative and legal environments favorable to the real estate industry and property owners.*
- Promote and support community involvement.*
- Enhance the public image of REALTORS®*

### **Carroll County REALTORS®**

**908 Washington Road, Westminster, MD 21157**

**Phone: 410-876-3530 Fax: 410-876-5938**

**Website: [carrollcountyrealtors.net](http://carrollcountyrealtors.net) E-mail: [ccar.info@carrollrealtors.org](mailto:ccar.info@carrollrealtors.org)**

*Thank you for making Carroll County REALTORS®  
your REALTOR® “Association of Choice”*

**We appreciate your membership!**



# SentriLock Card Check List

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

Agent Name: \_\_\_\_\_

Company: \_\_\_\_\_

**No Walk-Ins!**

Appointment Date: \_\_\_\_\_ and Time: \_\_\_\_\_

Email all paperwork to [ccar.info@carrollrealtors.org](mailto:ccar.info@carrollrealtors.org) prior to appointment.

1. \_\_\_ Select 4 digit pin code. (Can't start with 0) \_\_\_\_\_
2. \_\_\_ Email jpg headshot photo for your card.
3. \_\_\_ Email a copy of your Driver's License and Real Estate Pocket License.
4. Complete and Email:
  - a. \_\_\_ MARS Smart Card User Agreement (broker signature required) Please Read!!!
  - b. \_\_\_ READ, Sign and Date MARS Rules & Regulations.  
\*Do NOT loan your card to anyone or give out your pin#!
  - c. \_\_\_ **Initial** General Receipt center paragraph  
(Making you aware that SentriLock annual fee is due every March). SentriLock Cards are \$53.75 + a \$50, activation fee = \$103.75 Checks payable to SentriLock. Submit billing address of credit card if different from driver's license address.
5. \_\_\_ Your card needs to be updated every 8 days. Do you want a home card reader? The cost is \$26. Yes or No Checks payable to MARS.
6. \_\_\_ Would you like to buy a lockbox? The cost with tax is \$110.00 Yes or No Checks payable to MARS.
7. \_\_\_ Watched SentriLock Agent Training Video. Mandatory to watch!  
<https://www.youtube.com/watch?v=SJ1Dv-MmPcc>

Above pricing is subject to change.

**To avoid a \$25 No Show Fee, please call 24 hours prior to appointment, to cancel.**

**MID-ATLANTIC REALTY SERVICES, INC.**

**SENTRILOCK SMART CARD AUTHORIZED USER AGREEMENT**

THIS AGREEMENT IS ENTERED INTO BY MID-ATLANTIC REALTY SERVICES, INC. (MARS),

AND the undersigned Broker/Firm Principal or duly authorized representative of Broker hereinafter referred to as (“Participant”),

\_\_\_\_\_ AND  
(Name of Participant **Broker** or authorized representative of Broker) (Company/Firm Name)

the undersigned Agent/Smart Card Holder hereinafter referred to as (“Authorized User”) \_\_\_\_\_  
(Name of **Agent/Smart Card Holder**)

**1. SMART CARD RECEIPT:** Participant and Authorized User acknowledge receipt of a SentiLock Smart Card from MARS.

**2. PAYMENT OF FEES AND LICENSE TO USE:** In exchange for payment of \$ \_\_\_\_\_ initial service fee, plus applicable State sales tax, Authorized User is hereby granted, subject to the terms and conditions of this Agreement, a personal, revocable, non-exclusive and non-transferable license, (which shall be revocable at will by SentiLock, LLC or MARS), to the SentiLock System, the Smart Card and the Entry Codes in order to access properties in the geographic area currently served by MARS, the Bright MLS and those geographical areas served by another or other Board(s) or Association(s) of REALTORS®, including those Board(s) and Association(s) with which MARS has entered into a written reciprocal electronic lock box agreement, and the multiple listing services owned and operated by such Board(s) or Association(s). Access by Authorized User, at all times, shall be made solely in connection with his/her legally permitted, normal and customary activities while acting as a real estate licensee or certified or licensed appraiser. Authorized User shall use the Smart Card only for the purpose of gaining authorized entry into real property upon which a SentiLock box has been installed in those geographic areas as defined herein where the Authorized User is authorized to access the System.

**3. CURRENT UPDATE:** Authorized User acknowledges that the Smart Card has an update code which expires at regular intervals determined by MARS prohibiting further use of the Smart Card until a new update is obtained by placing the Smart Card in a Smart Card Reader or by another authorized method. Upon such expiration, the Smart Card will not be able to access the System. Accordingly, during the term of this Agreement, the Authorized User shall be required, from time to time, to place Smart Card in Smart Card Reader to update Smart Card, transmit showing data and obtain system updates.

**4. CARD EXCHANGE BY SENTRILOCK OR MARS:** SentiLock, LLC may at its discretion require MARS to replace the Smart Cards used by MARS and it's Authorized Users with replacement Smart Cards compatible with the system. SentiLock, LLC shall make the exchange of Smart Cards at no cost to MARS unless the exchange is necessary due to Customer negligence.

**5. ELIGIBILITY:** The Authorized User shall remain eligible to retain the license herein granted only for so as long as all of the following conditions, at all times, are fully satisfied:

**A.** The Authorized User and Participant, each, shall be a Member in good standing of either the Greater Baltimore Board of REALTORS®, Inc., Carroll County REALTORS®, Inc., the Harford County Association of REALTORS®, Inc., the Howard County Association of REALTORS®, Inc. and/or any other Board or Association of REALTORS® which owns stock in MARS (hereinafter referred to collectively as “the Associations”) or a Member in good standing of another or other Board or Association of REALTORS®, including those Board(s) and Association(s) of REALTORS® with which MARS has entered into a written reciprocal electronic lock box agreement. The Participant and Authorized User represent and warrant to MARS that (i) the Authorized User and Participant hold a valid real estate license as a salesperson, associate broker, and/or is licensed or certified as an appraiser; (ii) the Authorized User is licensed with, and is affiliated as an employee or as an independent contractor with, the Participant; (iii) the Authorized User and Participant, each, is a REALTOR® in good standing of a local Board or Association of REALTORS®; or is a member in good standing of the Real Estate Brokers of Baltimore and (iv) the Participant authorizes MARS to grant the Authorized User access to the System and to receive the Entry Codes licensed hereunder;

**B.** The Authorized User shall notify MARS, in writing, of any change in his/her current company/office affiliation; and



- C. If at any time the Authorized User and/or Participant are not in compliance with A or B above, then the Authorized User shall so notify MARS in writing within twenty-four (24) hours after such event of noncompliance first occurs.
- D. Affiliate members of a local Board/Association of REALTORS® shall be eligible to subscribe to and access the System as an Authorized User and to receive the Entry Codes licensed hereunder, provided: 1.) the Affiliate member is principally engaged in professional home and/or environmental inspections; the appraising of real property; and/or termite, well and/or septic inspections, contractors licensed to perform home improvements; 2.) a duly authorized principal or officer of the firm for which Affiliate member performs such services executes the appropriate MARS SentiLock Smart Card Authorized User Agreement; 3.) the Affiliate member agrees to abide by the Rules and Regulations of MARS and to pay all required fees, fines and recurring costs in connection with Affiliate's subscription to the lockbox services of MARS; and 4.) the Affiliate member agrees that Affiliate shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and Affiliate member shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner.
- E. Unlicensed personal assistants shall be eligible to subscribe to or use the lockbox services of MARS, on the same terms and conditions as non-principal brokers and sales licensees provided: 1) the unlicensed assistant is under the direct supervision of a designated REALTOR®, or the licensed designee of the REALTOR®, each of whom is a subscriber and authorized user of the lockbox services; 2) a duly authorized principal or officer of the firm for which the unlicensed personal assistant performs services, executes the appropriate MARS SentiLock Smart Card Authorized User Agreement; 3) the unlicensed personal assistant agrees to abide by the Rules and Regulations of MARS and to pay all required fees, fines and recurring costs in connection with the unlicensed personal assistant's subscription to the lockbox services of MARS; and 4) the unlicensed personal assistant agrees that the unlicensed personal assistant shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and the unlicensed personal assistant shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner. **An unlicensed personal assistant, in accordance with guidelines as adopted by the Maryland Real Estate Commission, may not show property unless accompanied by a licensed real estate salesperson, real estate associate broker or real estate broker.**
- 6. TERM OF AGREEMENT:** The term of this Agreement shall commence on the date of the execution of this Agreement and shall continue unless sooner terminated as herein provided. The term of this Agreement shall also terminate on the date the license hereby granted is revoked by MARS or SentiLock, LLC; or the Authorized User or Participant shall fail to satisfy any or all of the requirements of this Agreement.
- 7. REVOCATION OF LICENSE/RETURN OF SMART CARD:** The license to use the Smart Card to access the SentiLock System under this Agreement shall be terminated by MARS or SentiLock, LLC and affected by deactivating the Smart Card. Participant and Authorized User agree to return the Smart Card within the earlier of (1) 48 hours of receipt of a request to do so by MARS or SentiLock, LLC or (2) within five working days upon the occurrence of any one or more of the following events of default:
- A. Termination of Participant's Service in MARS;
  - B. Termination of Authorized User's association with the said Participant for any reason;
  - C. Failure to comply with any or all of the eligibility requirements as set forth in Paragraph 5 above;
  - D. Failure of the Participant/Authorized User to perform in accordance with any and/or all terms and conditions set forth in this Agreement, including, but not limited to, the provisions for security in paragraph 8 below and the Rules and Regulations of MARS as provided in Section 10 below;
  - E. The non-payment of any fees or fines as established from time to time by MARS and/or SentiLock, LLC, pursuant to Paragraph 13(I) of this Agreement;

**F.** Notification from MARS that the System is being changed, altered or terminated, in the sole and absolute discretion of MARS, provided, however, that MARS shall first give ninety (90) days written notice of such change, alteration or termination;

**G.** Any event deemed by MARS, in its sole and absolute discretion, to affect the security of the System or any Smart Card or SentiLock Box;

**H.** Upon the arrest or conviction of Authorized User for any felony or misdemeanor crime, if the crime, in the sole and absolute determination of MARS, relates to the real estate business or places customers, clients, or other real estate professionals at the risk of physical harm and/or property loss or damage;

**I.** In the event of the death of the Participant/Authorized User, heirs or personal representatives will surrender the Smart Card to MARS.

**8. SECURITY OF SMART CARDS:** Participant and Authorized User acknowledge that it is necessary to maintain security of the Smart Card to prevent its use by unauthorized persons. Consequently, Authorized User agrees:

**A.** To keep the Smart Card in Authorized User's possession or in a safe place at all times.

**B.** To not allow his/her personal identification number (PIN) to be attached to the Smart Card or disclose to any third party his/her PIN.

**C.** TO NOT LOAN THE SMART CARD TO ANY PERSON FOR ANY PURPOSE WHATSOEVER OR TO PERMIT THE SMART CARD TO BE USED FOR ANY PURPOSE BY ANY OTHER PERSON.

**D.** To maintain the sole and exclusive possession of the key to the property at all times and not give the key to a third person without the prior knowledge and expressed written consent of the listing agent.

**E.** To not duplicate the Smart Card or allow any person to do so.

**F.** To not sell, assign, distribute, provide access to, reverse engineer, decompile, modify, disclose or otherwise transfer or pledge the rights of the Smart Card.

**G.** To immediately notify MARS by telephone and in writing within twenty-four (24) hours of the loss or theft of a Smart Card. The Participant/Authorized User shall sign and deliver a statement to MARS with respect to the circumstances surrounding the loss or theft. MARS shall charge for the replacement of Smart Cards either lost or damaged.

**H.** To strictly adhere to the terms and conditions of this Agreement and such additional rules, regulations and security procedures as may be adopted by MARS from time to time with respect to the Smart Card and any other aspect of the System.

**9. REPLACEMENT SMART CARDS:** Replacement Smart Cards will be issued to Authorized Users who:

**A.** Have complied with this Agreement and the policies and procedures of MARS with respect to the SentiLock System.

**B.** Pay a fee and/or deposit specified by MARS to replace a Smart Card lost, stolen, damaged or defective.

**10. VIOLATIONS/DISCIPLINARY ACTION:** Participant and Authorized User agree to abide by and be subject to the MARS Rules and Regulations, as amended from time to time, and any and all disciplinary action as provided under such Rules and Regulations and/or for violation of any provision of this Agreement. In addition to any and all remedies under this Agreement, if Authorized User allows the use of the Smart Card by unauthorized persons or otherwise adversely affects the System security, Authorized User shall be subject to such fines and penalties as are established by MARS pursuant to the applicable rules and regulations of MARS, as amended from time to time, and in accordance with the established policies of the National Association of REALTORS®, Inc., as amended from time to time. Discipline may include a fine not to exceed \$15,000.00; a required attendance at a training non CE program conducted by MARS at a designated time and location;

suspension and/or termination of Smart Card privileges for a specified period of time or a permanent forfeiture of the Smart Card and the Participant or Authorized User's right to be issued a Smart Card and/or any combination of the described disciplinary actions.

**11. INDEMNIFICATION:** Participant and Authorized User, jointly and severally, agree to indemnify and hold MARS, the Associations and all of their respective officers, directors, employees and agents harmless from and against any and all liability, loss, costs, expenses, claims or demands whatsoever by or against MARS resulting from loss, use or misuse of the SentiLock System, including, but not limited to, any and all liabilities, including attorney's fees, incurred by them as a result of damage, death or injury to property or persons arising out of entry by any person into or onto any premises by use of the SentiLock System. Participant and Authorized User hereby waive and release any and all claims against MARS and any of the Associations which own stock in MARS, their respective officers, directors, employees and agents for any and all loss or damage resulting from the use, loss of, or inability to use the Smart Card, including any deactivation of the Smart Card by MARS as herein provided. The provisions of this Paragraph 11 shall survive the expiration or termination of this Agreement.

**12. REIMBURSEMENT:** Authorized User and Participant agree to reimburse MARS upon demand for any and all expenses incurred in attempting to enforce any or all terms and conditions of this Agreement against Authorized User and/or Participant as a result of Authorized User's failure to act in accordance with the terms and conditions of this Agreement. In the event MARS shall commence legal proceedings against Authorized User and/or Participant to enforce or interpret any of the provisions of this Agreement, Authorized User and Participant, jointly and severally, agree to pay all costs incurred, including reasonable attorney's fees, as determined by the court, both at trial on the merits and on appeal, if any.

**13. AUTHORIZED USER RESPONSIBILITY:** Authorized User agrees:

- A. Never to permit anyone other than the Authorized User himself/herself to use the Smart Card or his/her PIN for any reason;
- B. To attend an instructional session on the operation and use of the Smart Card as required by MARS from time to time;
- C. To provide the necessary Internet connection, computer hardware and non-SentiLock supplies software for communication with the System.
- D. To obtain the periodic update for his/her own Smart Card by placing the Smart Card in Smart Card Reader to transmit showing data and obtain system updates.
- E. To notify MARS within 48 hours of any change in his/her firm affiliation or termination;
- F. To comply with National Association of REALTORS® requirements (as from time to time amended) for the access and use of a Lockbox System, including notification of each listing office or listing agent of the Authorized User's intention to enter the property through the use of the SentiLock box. This notification is to be prior to the actual entry unless the listing indicates the cooperating agent may access the property without prior notice to the listing agent or the listing office.
- G. To comply with all Rules and Regulations adopted by MARS, as from time to time amended, relating, directly or indirectly, to the SentiLock System and Smart Card and are expressly incorporated by reference herein and made a material term of this Agreement as though fully set forth herein.
- H. Where applicable, become familiar and comply with the Rules and Regulations of the reciprocal Associations when showing properties in their geographic areas.
- I. To pay such activation and hardware fees, annual service fees, re-activation fees and other such fees and fines as shall be adjusted and adopted from time to time by MARS as provided in this Agreement and as charged by MARS or charged by SentiLock directly to Authorized User on behalf of MARS.
- J. To notify MARS promptly, in writing, upon the arrest or conviction of Authorized User for any felony or misdemeanor (other than traffic misdemeanor offenses) and shall state the circumstances and details relating to such arrest or conviction. Authorized User represents and warrants, as of the date of this Agreement, that Authorized User has not been previously arrested for or convicted of any felony or misdemeanor crime (other than traffic misdemeanor offenses).

#### **14. PARTICIPANT RESPONSIBILITY:**

- A.** Participant warrants that Participant is both a licensed real estate broker and Participant of MARS.
- B.** Participant warrants that Authorized User possesses a valid real estate license and is in fact associated with Participant in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the MARS Participant.
- C.** Participant agrees to enforce the terms of the Agreement with respect to any Authorized User associated with him/her and understands that he/she is not relieved of any responsibility or obligation by the mere fact of such disassociation with Authorized User.
- D.** Participant agrees to notify MARS immediately, in writing, should the Participant or Authorized User terminate their relationship or should the Authorized User's license be transferred.
- E.** Participant agrees to take all responsible means to obtain Authorized User's Smart Card or cause Authorized User to return Smart Card to MARS. The Participant will continue to be charged a service fee for the disassociated subscriber until the next billing cycle after the card is returned. If an Authorized User does not return the Smart Card, Participant agrees to furnish MARS with copies of written correspondence of all attempts made to obtain said Smart Card.
- F.** Participant agrees that he/she is jointly and severally liable, together with the Authorized User, for all duties, responsibilities and undertakings of the Authorized User under this Agreement and understands that failure to follow the provisions of the SentiLock Smart Card User Agreement may result in the loss of MARS Smart Card privileges and, further, could cause MARS to recall all Smart Cards issued to the Participant and the Participant's Authorized Users.

**15. PROPERTY OWNER/SELLER AUTHORIZATION:** The Authorized User and the Participant must secure specific written authorization from the owner/seller(s) of the property prior to the installation or use of a SentiLock box on any property and before the listing is entered into the MLS, reflecting that a SentiLock box has been authorized by owner/seller(s).

**16. FAILURE TO COMPLY:** Any failure of the Authorized User or the Participant to comply with any of the terms and conditions of this Agreement shall constitute an event of material default hereunder. In the event of such default, MARS shall have the absolute right, without prior notice to Authorized User or Participant, to interrupt or terminate access to the System, including deactivation of the Smart Card, without any liability whatsoever to the Authorized User, the Participant or any third persons. Authorized User and Participant expressly waive any and all damages incurred or alleged to have been incurred as a consequence, direct or indirect, of such access termination by MARS.

**17. NO WARRANTY:** MARS MAKES NO WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, REGARDING THE SMART CARD, THE SYSTEM OR ANY SENTRILOCK BOX. WARRANTY CLAIMS BY AUTHORIZED USER OR PARTICIPANT SHALL BE MADE SOLELY AGAINST SENTRILOCK, LLC AND WILL BE HANDLED THROUGH MARS (SOLELY AS A CONVENIENCE TO THE AUTHORIZED USER AND PARTICIPANT), WHICH SHOULD BE CONTACTED WHEN A PROBLEM WITH THE EQUIPMENT IS EXPERIENCED. AUTHORIZED USER AND PARTICIPANT SHALL BE SOLELY RESPONSIBLE FOR DETERMINING THE SCOPE OF ANY WARRANTY PROVIDED BY SENTRILOCK.

**18. NO CONSEQUENTIAL DAMAGES:** MARS shall not be liable to the Authorized User or the Participant for any special, indirect, incidental or consequential damages for any loss of use, loss of profit or any other loss of any kind which may arise from the use of the System by the Authorized User or the Participant or from defects in any Smart Card or any SentiLock box.

**19. GOVERNING LAW:** The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Maryland, and venue shall be the county in which the Authorized User resides.

**20. PARTIAL INVALIDITY:** If any provision of this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

**21. ADDITIONAL CONDITIONS SET FORTH ON THE SECOND PAGE HEREOF ARE PART OF THIS AGREEMENT:**

This written contract expresses the entire agreement between Participants, Authorized Users and MARS with respect to the SentiLock Smart Card System. This Agreement supersedes any and all other agreements, either oral or in writing. No other agreement, statement or promise relating to the subject matter of the Agreement which is not contained herein shall be valid or binding. This Agreement is binding upon the heirs and personal representatives of the Participant or Authorized User. This Agreement may be amended only in writing, signed by all parties hereto.

**NOTE: As used in this Agreement, the terms "Smart Card" and "PIN" shall mean and shall include the use of the SentiSmart app and the Mobile Access Code thereto to access a SentiLock lockbox. The use of the SentiSmart app and the Mobile Access Code to access a SentiLock lockbox is the equivalent to using your SmartCard and PIN to do the same. You are and agree to be responsible for the use of the SentiSmart app and Mobile Access Code sent to your SentiSmart device and the retrieval of said Mobile Access Code will be recorded as an access using your SmartCard and PIN. By your signature below, you agree not to share or disclose the Mobile Access Code to any other person under any circumstances, without exception.**

\_\_\_\_\_  
Authorized User Name (please print)      Primary Board/Association      NRDS#      Maryland Permanent License#

\_\_\_\_\_  
E-Mail Address      Firm Name & Address      Contact Phone Number (Office, Cell)

\_\_\_\_\_  
Signature of Authorized User      Signature of Participant (Broker or authorized representative of Broker)

BY \_\_\_\_\_ of MARS      DATED: \_\_\_\_\_

**RULES AND REGULATIONS  
MID-ATLANTIC REALTY SERVICES, INC.**

**Section I**

**Authorized Users**

- (A) Any individual who holds REALTOR® membership in a local Board/Association of REALTORS®, whether located in Maryland or any other state or territory, and every nonprincipal broker, sales licensee, unlicensed personal assistant or licensed or certified appraiser who is affiliated with such REALTOR®, shall be eligible to subscribe to and use the lockbox services of MARS subject to their execution of a SentiLock Smart Card Authorized User Agreement or a Reciprocal Access Agreement (whichever is applicable) with MARS and their agreement to abide by the rules and regulations of MARS and to pay all required fees, fines and recurring costs in connection with their subscription to the lockbox services of MARS.
- (B) Members of a local Board/Association of REALTORS®, whether located in Maryland or any other state or territory, shall be eligible to subscribe to and use the lockbox services of MARS, provided: 1.) the Affiliate member is principally engaged in professional home and/or environmental inspections; the appraising of real property; and/or termite, well and/or septic inspections; 2.) a duly authorized principal or officer of the firm for which Affiliate member performs such services; executes the appropriate MARS SentiLock Smart Card Authorized User Agreement; 3.) the Affiliate member agrees to abide by the Rules and Regulations of MARS and to pay all required fees, fines and recurring costs in connection with Affiliate's subscription to the lockbox services of MARS; and 4.) The Affiliate member agrees that Affiliate shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and Affiliate member shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner.
- (C) Unlicensed personal assistants shall be eligible to subscribe to or use the lockbox services of MARS, on the same terms and conditions as non-principal brokers and sales licensees provided: 1) the unlicensed personal assistant is under the direct supervision of a designated REALTOR®, or the licensed designee of the designated REALTOR®, each of whom is a subscriber and authorized user of the lockbox services; 2) a duly authorized principal or officer of the firm for which the unlicensed personal assistant performs services; executes the appropriate MARS SentiLock Smart Card Authorized User Agreement; 3) the unlicensed personal assistant agrees to abide by the Rules and Regulations of MARS and to pay all required fees, fines and recurring costs in connection with the unlicensed personal assistant's subscription to the lockbox services of MARS; and 4) the unlicensed personal assistant agrees that the unlicensed personal assistant shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and the unlicensed personal assistant shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner. **An unlicensed personal assistant, in accordance with guidelines as adopted by the Maryland Real Estate Commission, may not show property unless accompanied by a licensed real estate salesperson, real estate associate broker or real estate broker.**
- (D) Non-member licensed contractors or inspectors shall only be eligible for limited use of the lockbox services of MARS provided: 1) the non-member licensed contractor or inspector is under the direct supervision of a designate REALTOR®/Participant, or the licensed designee of the designated REALTOR®/Participant, at least one of whom is a subscriber and authorized user of the lockbox services; 2) the licensed designated REALTOR®/Participant, or the licensed designee of the designated REALTOR®/Participant has obtained the written consent of the property owner to authorize the use of a lockbox programmed for contractor codes which clearly states the owner understands that authorizing contractor codes allows unlimited (24 hour) access to the property by the non-member licensed contractor(s) or inspector(s).
- (E) Any individual required or permitted by law, or by the established policies of the National Association of REALTORS®, as amended from time to time, to access and use the services of MARS without holding REALTOR® membership in a local Board/Association, including members in good standing of the Real Estate Brokers of Baltimore City (Realtist), shall be eligible to subscribe to and use the services of MARS without the requirement of holding REALTOR® membership in a local Board/Association of REALTORS®.

**Section II**

The following rules and regulations shall apply to all subscribers and users of the MARS lockbox services. Subscribers and authorized users of the lockbox services shall:

1. Access property solely in connection with his/her legally permitted, normal and customary activities while acting as a real estate licensee, unlicensed personal assistant or licensed appraiser.
2. Use the Smart Card only for the purpose of gaining authorized entry into real property upon which a system key box has been installed.

3. Enter into real property from which a system key box has been installed only with the prior knowledge and/or expressed consent of the listing agent.
4. Notify MARS, in writing within forty-eight (48) hours, of any change in his/her current company/office affiliation.
5. Adhere strictly to the terms and conditions of the MARS SentiLock Smart Card Authorized User Agreement.
6. Pay all fees, charges, fines and recurring user fees as established from time to time by MARS when due.
7. Keep the Smart Card in Smart Card Holder's possession or in a safe place at all times and be accountable for the Smart Card at all times.
8. Not allow his/her personal identification number (PIN) to be attached to the Smart Card.
9. Not disclose his/her personal identification number (PIN) to any person.
10. Not loan the Smart Card to any person, for any purpose whatsoever, or to permit the Smart Card to be used for any purpose by any other person.
11. Not assign, transfer or pledge the Smart Card or the license and use of the Smart Card.
12. Not change or alter the Entry Codes through any other electronic lockbox system provider. All changes to Entry Codes shall be made solely and exclusively by and through MARS.
13. Immediately notify MARS by telephone or in writing within twenty-four (24) hours, of the loss or theft of a Smart Card and the circumstances surrounding such loss or theft.
14. Strictly adhere to the rules and regulations as may be adopted by MARS from time to time with respect to the Smart Card or any other aspect of the system.
15. Promptly submit the Smart Card to MARS for audit and/or inspection at a reasonable time at the MARS office upon request by MARS for such audit or inspection.
16. Not permit anyone other than the Smart Card Holder himself/herself to use the Smart Card or his/her PIN for any reason.
17. Attend an instructional meeting on the operation and use of the Smart Card as required by MARS from time to time.
18. Pay all fees, fines and charges in connection with the use of the Smart Card and the System, and to obtain the periodic revalidation Entry Code for his/her own Smart Card.
19. Comply with National Association of REALTORS® requirements (as from time to time amended) for the access and use of a Key Box System, including notification of each listing office or listing agent of the Smart Card Holder's intention to enter the property through the use of the KeyBox. This notification is to be prior to the actual entry unless the listing indicates the cooperating agent may access the property without prior notice to the listing agent or the listing office. The Board of Directors of MARS shall have the right, in its sole and absolute discretion, to deactivate or refuse to sell, lease or activate any Smart Card to any applicant or subscriber who has been or subsequently is arrested or convicted of a felony or misdemeanor crime (other than traffic misdemeanor offenses) in accordance with the Lock Box Security Requirements (Policy Statement 7.31) of the NAR Handbook on Multiple Listing Policy, as amended from time to time.
20. Obtain the written authorization from the Owner(s) of the property prior to the installation or use of the KeyBox on any property.
21. Comply fully with the terms and conditions of the Master Agreement by and between the Regional Lockbox Consortium, Inc., and MARS with SENTRILOCK, LLC, as amended from time to time.
22. Notify MARS, in writing, promptly upon the arrest or conviction of subscriber or authorized user for any felony or misdemeanor crime (other than traffic misdemeanor offenses) and state the circumstances and details relating to such arrest or conviction.
23. Maintain the sole and exclusive possession of the key to the property at all times and not give the key to a third person without the prior knowledge and expressed written consent of the listing agent.

### **Section III**

## Fines and Penalties

An authorized subscriber or user of the lock Box System of MARS who violates any rules and regulations of MARS as set forth above, except for the payment of fees, shall be subject to the imposition of a fine or penalty for each violation in such amount not to exceed \$15,000.00 as established by the Board of Directors of MARS from time to time, in accordance with the below schedule of fines and penalties.

An authorized subscriber or user of the Lock Box System of MARS who is found to have violated the rules and regulations as herein set forth on more than two occasions during a calendar year shall be subject to the automatic revocation of their rights and privileges to access and use the services of MARS.

An authorized subscriber or user of the Lock Box System of MARS shall pay a 10% late charge on all fees, charges, fines, recurring user fees and penalties which remain unpaid for ten (10) calendar days from the date of invoice or imposition of such fine or penalty. Service will be terminated without notice for fees, charges, fines, recurring user fees and penalties which remain unpaid for fifteen (15) calendar days from the date of invoice or imposition of such fine or penalty.

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### SCHEDULE OF FINES AND PENALTIES

In accordance with the Rules and Regulations of Mid-Atlantic Realty Services, Inc., fines and penalties have been established to safeguard the integrity of the MARS KeyBox system.

First Offense *	Up to \$15,000.00
Second Offense*	Up to \$15,000.00
Third Offense	Termination of Service
Appeal filing fee	\$250.00

\*Fines for Brokers, Office Managers and Team Leaders shall be doubled, but not to exceed the amount allowed by NAR policy.

In addition to any fine as set forth above, a Participant or Authorized User who violates the MARS Rules and Regulations may also be required to attend a non CE training program on the MARS Rules and Regulations at such time and location as established by MARS and to complete such training program within a specified time period or be subject to suspension or termination of Smart Card services until such program is completed.

Unless otherwise stated, a 10% late fee shall be charged on all fees, charges, fines, recurring user fees, and penalties which remain unpaid for ten (10) calendar days from the date of invoice or imposition of such fine or penalty. Service will be terminated without notice for fees, charges, fines, recurring user fees, and penalties which remain unpaid for fifteen (15) calendar days from the date of invoice or imposition of such fine or penalty.

Disclaimer: The Board of Directors of Mid-Atlantic Realty Services, Inc. reserves the right in its sole discretion to amend the Schedule of Fees, Charges, Fines, and Penalties from time to time without prior written notice to any authorized subscriber or user.

I hereby acknowledged receipt of the current MARS Rules and Regulations. I understand that such Rules and Regulations may be amended by MARS from time to time and that it is my sole obligation to read the MARS Rules and Regulations as received by me today as well as in the future.

**NOTE: As used in this Agreement, the terms “Smart Card” and “PIN” shall mean and shall include the use of the SentiSmart app and the Mobile Access Code thereto to access a SentiLock lockbox. The use of the SentiSmart app and the Mobile Access Code to access a SentiLock lockbox is the equivalent to using your SmartCard and PIN to do the same. You are and agree to be responsible for the use of the SentiSmart app and Mobile Access Code sent to your SentiSmart device and the retrieval of said Mobile Access Code will be recorded as an access using your SmartCard and PIN. By your signature below, you agree not to share or disclose the Mobile Access Code to any other person under any circumstances, without exception.**

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Smart Card User's Signature (Acknowledging Receipt)

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Date



# MID-ATLANTIC REALTY SERVICES, INC. (MARS)

908 Washington Rd., Suite B, Westminster, MD 21157  
Phone: 410-840-8003 Fax: 410-840-9088 E-mail: mars.inc.md@gmail.com

## GENERAL RECEIPT

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

MARS Service Location: Bel Air Columbia Lutherville Westminster

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

Office & Address: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ NRDS # \_\_\_\_\_

Quantity	Description	Unit Price	Total
Thank you for subscribing to the SentiLock system. Your service is paid from today until February 28, 2019. SentiLock will send a renewal billing invoice to you via e-mail.		Subtotal	
Initials: _____		Sales Tax	
		Total	

### PAYMENT INFORMATION

Total Payment \$ \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ AmEx, Discover, MC, Visa \_\_\_\_\_

Name on Card \_\_\_\_\_

Card # \_\_\_\_\_

Signature \_\_\_\_\_

Exp. \_\_\_\_/\_\_\_\_ Security Code \_\_\_\_\_

Street \_\_\_\_\_ Zip \_\_\_\_\_

Processed by: \_\_\_\_\_

MARS Representative



<http://www.sentrilock.com/>

**SentriLock, LLC.**

7701 Service Center Drive, West Chester, OH 45069

MARS (Mid-Atlantic Realty-Services, Inc.)

Peggy Paciotti, Administrator

410-840-8003 Fax: 410-840-9088

If you need **Technical Support**, call 1-877-SENTRILOCK (1-877-736-8745) or log into the REALTOR® Lockbox Web Site at <http://lockbox.sentrilock.com/>. You'll need your SentriLock ID and Password to access the Web site. Click **Support | Add Ticket** to report a problem to Support. You can also send a direct e-mail to [support@sentrilock.com](mailto:support@sentrilock.com).

**NO WALK-INS!** You **MUST** make an appointment (410-876-3530) at CCR to have a keycard set up for you after you have paid your CCR membership dues and completed Ethics & Orientation.

<i>ITEM</i>	<i>PRICE</i>	<i>TAX</i>	<i>TOTAL COST</i>
Card Replacement lost/damaged, MD/PA	\$23.58	\$1.42	\$25.00
Card Replacement Out of Warranty (3 yrs.)	\$7.54	\$0.46	\$8.00
Bluetooth Lockbox	\$103.77	\$6.23	\$110.00
Battery Replacement Kit**	\$14.15	\$.85	\$15.00
Pre-Owned Lockbox	\$65.09	\$3.91	\$69.00
Home Card Reader (1 Year Warranty)	\$24.52	\$1.48	\$26.00
Weighted Card Reader Base	\$14.15	\$0.85	\$15.00
Gen II Shackles	\$9.43	\$0.57	\$10.00
NXT Shackles	\$9.43	\$0.57	\$10.00
Shackle Extenders	\$14.15	\$0.85	\$15.00
GEN II Battery (1 Year Warranty) Grey Box	\$5.66	\$0.34	\$6.00
NXT Batteries	N/C	N/C	N/C
Lanyard with Badge Holder	\$4.71	\$0.29	\$5.00
Retractable Clip-On Reel	\$2.83	\$0.17	\$3.00
Power Paddle	\$117.92	\$7.08	\$125.00
Wrench*	\$.94	\$.06	\$1.00
* 1 Free with Battery Purchase			
**include 2 free CR123A batteries with each kit			

# Carroll County REALTORS

908 Washington Road, Westminster, MD 21157

## CCR Continuing Education Registration Form

Please **complete** and **Email** to [ccar.info@carrollrealtors.org](mailto:ccar.info@carrollrealtors.org)

**Note: If you don't receive a confirmation back from CCR that you are registered for these classes, please contact CCR. Confirmations will be sent prior to all classes. YOU MUST PRE-REGISTER-NO WALK-INS!**

Today's Date:

**New Member** – You have 60 days to complete Ethics & Orientation.

Seminar Name(s) & Date: 1.) Ethics, Flipping and Predatory Lending Date \_\_\_\_\_  
2.) Orientation Date \_\_\_\_\_  
3.) \_\_\_\_\_  
4.) \_\_\_\_\_  
5.) \_\_\_\_\_  
6.) \_\_\_\_\_  
7.) \_\_\_\_\_  
8.) \_\_\_\_\_

Full Name on Your Real Estate License:

Real Estate License Number:

Real Estate Agency Name & City:

*Cost: Free to CCR Member Non-Members: \$40 for 3 hr. Seminar & \$25 for 1.5 hr. If you are not a member, please call CCR, 410-876-3530 to make payments.*

**MREC REGULATION: Photo ID must be shown to the monitor at time of sign-in.**

**Inclement Weather Policy: If Carroll County Public Schools are delayed or closed, ALL CCR seminars will be canceled and rescheduled.**

These courses are open to all licensees based on availability.

**CCR Seminar No-Show/Cancellation Policy:**

**Members: Mandatory 24 hours cancellation policy: A \$30.00 fee will be charged for no-show/cancellations not received 24 hours prior to seminar. Failure to pay fee when billed will result in fee being due prior to registration for any future seminar. **Non-Members: Mandatory 48 hours cancellation policy: NO REFUNDS for cancellations not received 48 hours prior to seminar. A \$5.00 administrative fee will be charged for all cancellations.****

**CCR Seminar Late Policy: Pursuant to Maryland Real Estate Commission Rules, a participant must be present for THE ENTIRE session in order to receive Continuing Education Credits. PLEASE BE ON TIME! THERE IS NO GRACE PERIOD!**

**CCR Seminar Electronic Transmission Policy: Once class has begun, receiving, sending or reading electronic transmissions of information is strictly prohibited. PLEASE refrain from using electronic devices. Non-compliance will result in the with-holding of continuing education credits. NO refunds will be given. If you have a disability which requires special accommodations, including the provision of auxiliary aids and services, please let us know when you register for the program.**

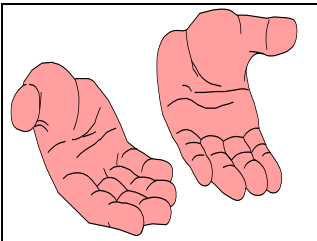


# JOIN A COMMITTEE

**Your HELPING HANDS are vital to CCR. Please do your part, sign up now for a committee!**

Members are encouraged to get involved in the Association. A good way to do this is to join a committee. Committees are currently being set up for the new fiscal year. If you are interested, please indicate your choices in order of preference by number and return this form to the Association Office for consideration.

- AWARDS–EVENT PLANNING** - Coordinates annual awards banquet program.
- BROKERS/MANAGERS/DOC MEETINGS** - Coordinates quarterly meetings to keep member offices informed of important industry issues, forms updates, etc.
- BYLAWS** – Reviews and suggests amendments to keep the bylaws consistent with NAR and CCR activities and policies.
- COMMUNITY OUTREACH** - Promotes REALTOR® image to public through community investment and involvement, volunteering, and/or service projects benefitting the Carroll County Community.
- EDUCATION/ORIENTATION**– Coordinate CCR’s continuing education offerings. Serve as monitors for classes, enforce requirements as mandated by the MD Real Estate Commission. Distribute C.E. Certificates to attendees upon satisfactory completion of seminar, Oversee and instruct entry program for Association applicants, Facilitate Codes of Ethics Training, Educate and disseminate information regarding professional growth, business planning & networking, with involvement in CCR, MAR, NAR & the community.
- EQUAL OPPORTUNITY** – Develop and recommend policies promoting equal opportunity in housing and real estate. Develop and implement programs promoting equal opportunity awareness among members. Sponsors annual fair housing poster contest, essay/scholarship and cosponsors an annual fair housing conference.
- GOVERNMENTAL & POLITICAL AFFAIRS** – Evaluates proposed county and municipal level legislation and regulations that would affect the real estate industry in Carroll County. Develops responses thereto, which may include the writing of position papers and/or testifying at public hearings on issues of concern to the Association; such responses may require the approval of the Association’s Board of Directors. Also builds relationships with and enhances the Association’s image among local authorities, regulatory heads and key policymakers. Follow bills and promote interest of the real estate industry in legislative matters, Encourage members to become politically involved with legislators.
- MEMBERSHIP** - Encourages membership in Carroll County Association of REALTORS®, Inc., reviews all applications for membership.
- RPAC** - Encourage contributions to REALTOR® Political Action Committee. Plan, prepare and promote RPAC fundraising activities.
- YPN** – Helps real estate professionals excel in their careers by providing encouragement and access to the latest industry news and tools through social networking and mentoring opportunities.



**NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

*Return to CCR: FAX: 410-876-5938*

