**Egyptian Board of REALTORS, Inc.**

**Multiple Listing Service**

**Lock Box Authorization Addendum**

**MLS NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NOTE: Please enter the name of the Designated Broker *not* the listing agent where indicated.**

The undersigned (**seller**) having entered into a listing agreement with:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of **Designated Broker**) (Name of Office)

dated \_\_\_\_\_\_\_\_\_\_\_\_\_ pertaining to the sale of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy) (Street Address, City, State)

hereby acknowledges:

1. A lock box is designated as a repository of a key to the above premises, permitting access to the interior of the premises by participants of the multiple listing service (MLS), and their authorized licensees.
2. Broker advises and requests seller safeguarding or removal of valuables now located within said premises.
3. It is not a requirement of MLS or broker that a seller allow use of a lock box.
4. Where a tenant/lessee occupies the property, the tenant’s/lessee’s consent is required.

Seller further acknowledges that neither the Designated Broker, any subagent of the listing broker, any other cooperating broker, the association of REALTORS®, nor the MLS is an insurer against the loss of sellers’ personal property. Seller is advised to verify the existence of, or obtain personal property insurance through sellers’ insurance agent.  
  
Seller authorizes the **Designated Broker** (pick one of the following):

\_\_\_\_\_\_\_ TO USE A LOCKBOX

\_\_\_\_\_\_\_ NOT TO USE A LOCKBOX  
Receipt of a copy is hereby acknowledged.

**Designated Broker Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of **Designated Broker**) (mm/dd/yyyy)

**Seller 1 Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy)

**Seller 2 Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy)

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**Tenant**:

The **tenant** and **broker** have discussed the safeguarding and insuring during the listing period, of personal property and valuables located within said premises. The undersigned has read the above provisions for placement of a lock box on the premises. Receipt of a copy is hereby acknowledged:

**Tenant Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(mm/dd/yyyy)

***NOTE:******If the seller rejects the use of a lockbox,*** *a copy of this document (no faxes please) must be sent to the board office for record keeping purposes. Email the form to* [*mls@egyptianboard.com*](mailto:mls@egyptianboard.com) *or mail a copy to Egyptian Board of REALTORS®, 1306 N. Atchison, Suite A, Marion, IL 62959.*