

BROKER/MANAGER KEYCARD ADDENDUM

As the Designated Participant (Broker or licensed/certified appraiser) under this contract the undersigned agrees to inform the MLS immediately of the departure of any associate, who is a Keyholder, from the brokerage or appraisal company and of the affiliation with the firm of any sales associate or licensed or certified appraiser transferring from another brokerage or appraisal company.

Undersigned further agrees to be liable for any unauthorized use of the System, or Key by a Keyholder affiliated with the undersigned, and to be jointly and severally liable with the Keyholder for compliance with the Keycard Agreement.

Undersigned further understands and agrees that for the security of the System and of property owners the Key is to be used only by the individual Keyholder it is assigned to. **Keys are assigned to individuals, NOT offices. Keys are not to be shared or used by any other person at any time for any purpose whatsoever,** with the exception of extra office loaner keys. *

Dated: _____

Firm Name: _____

By: _____
(Designated Participant)

Name (Printed): _____

* Extra office loaner keys are issued to Participant Members as a secondary key, to have available in the office for the temporary use by agents with the Broker's/Office Manager's company, who are having problems with their own Key. Office loaner keys may not, under any circumstances, be used by an agent, assistant or staff person who does not themselves have an assigned key and does not, therefore, have rights to use a Key.