

Office Assistant Membership Application

Applicant Name:

Applicant Email:

Applicant Phone:

Does the applicant have a real estate or appraisal license? Yes _____ or No _____

Office Name:

Office Address:

Office MLS ID:

Applicant replacing current Assistant?:

Applicant works for: (Agent or Broker name):

Are you part of a team? Yes _____ or no _____

I hereby apply for Office Assistant membership with ORRA and, in the event of my election, agree to abide by the bylaws, policies, and procedures set forth by the Orlando Regional REALTOR[®] Association.

I irrevocably waive all claims against the Association, its officers, directors, or members for any act in connection with the business of the Association, and particularly any acts in connection with the business of the advancing, suspending, expelling, or otherwise disciplining as an applicant or member.

I certify that I do not hold either an active Florida real estate broker's or salesperson's license or an appraiser's license and am not engaged in the brokerage or appraisal of real property or that my real estate license is active in a non-ORRA referral company.

This type of membership entitles the member to receive e-mails and mail regarding association business and activities and to hold assistant key access in the Sentrilock system if needed. Assistants will receive a welcome invitation from Sentrilock to participate. Upon acceptance of the invitation, the agent agrees to pay the current monthly fee for key usage and abide by the ORRA key/lockbox rules and regulations.

Whether assisting an agent or a broker, the broker will be held responsible for the assistant's membership dues and will notify ORRA in writing to membership@orlandorealtors.org within 48 hours of the assistant's end of employment.

Payment—ORRA Assistant fees are \$150 annually, prorated beginning July 1st at \$75 for the remainder of the year.

Total Today: \$_____

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Name on card:

Billing address:

Credit card number:

Expiration date:

CSV:

This credit card may also be used for the monthly Sentrilock key payment: Yes ____ or No ____

I do not wish to obtain a SentiKey Service:

If no:

Name on card:

Billing address:

Credit card number:

Expiration date:

CSV:

By signing below, you agree to all of the terms and conditions herein and to payment processing.

BROKER CERTIFICATION:

As the Designated Broker or Managing Broker, I certify that this assistant is employed by the firm. I accept full responsibility for this assistant, including but not limited to penalties or fines for violation of both ORRA and Sentrilock Rules and Regulations

I will notify ORRA at membership@orlandorealtors.org when this employee no longer works at this firm so that the login and password can be inactivated.

Designated broker or Managing broker – Print Name:

Signature:

Agent Name (Print name):

Agent Signature:

**** Please Sign and Return Assistant Applications to Lockboxes@orlandorealtors.org****

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The [Florida Real Estate Commission](#) lists the following activities may be performed by a Realtor's unlicensed employee or assistant:

1. Answer the phone and forward calls.
2. Submit listings and changes to any multiple listing service.
3. Follow up on loan commitments after a contract has been negotiated and generally secure status reports on the loan progress.
4. Assemble documents for closing.
5. Secure documents (public information) from courthouse, utility district, etc.
6. Have keys made for company listings.
7. Write ads for approval of licensee and supervision broker, and place advertising (newspaper ads, etc.); prepare flyers and promotional information for approval by licensee and supervising broker.
8. Receive, record and deposit earnest money, security deposits, and advance rents.
9. Type contract forms for approval by licensee and supervising broker.
10. Monitor licenses and personnel files.
11. Compute commission checks.
12. Place signs on property.
13. Order items of repair as directed by the licensee.
14. Prepare flyers and promotional information for approval by licensee and supervising broker.
15. Act as a courier service to deliver documents.
16. Place routine telephone calls on late rent payments.
17. Schedule appointments for licensee to show listed property.
18. Be at an open house for: a) security purposes b) hand out materials (brochures).
19. Answer questions concerning a listing from which the answer must be obtained from licensed employer-approved printed information and is objective in nature (not subjective comments).
20. Gather information for a CMA.

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21. Gather information for an appraisal.
22. Hand out objective, written information on a listing or rental. The broker shall foster the education.

Possession of Sentrilock Sentikey App: Each Keyholder may possess **ONE SENTRIKEY** at a time. A mobile device can transmit a key to access a lockbox using standard protocols, including Bluetooth, Face recognition and others and must contain security controls to allow only authorized users access to the lockbox.

Subscription:

1. **Activation:**
 - An activation fee is a one-time charge that may be applied when a new Sentikey is being activated. This fee covers the costs associated with setting up the account.
 - A reactivation fee may be applied when a Sentikey is being reinstated after it has been suspended or deactivated due to non-payment or other reasons. This fee covers the costs associated with re-establishing the account and ensuring that it is in good standing.
2. **Payment:**
 - When you activate your Sentikey, you are charged a prorated amount for the remainder of that billing period. After that, a monthly payment is automatically charged.
 - Failure to make the payment will result in deactivation of your subscription, which would prevent you from being able to use the Sentikey service until the payment issue is resolved.

Security of Equipment: It is necessary to maintain the security of the Personal Identification Number (“PIN”) of the Sentikey app to prevent the use of the key by unauthorized persons. Each member in possession of Sentikey access, whether it is being actively used or not, shall abide by the following conditions:

1. To always keep the Sentikey in such party’s possession or in a safe place; If a key has been lost or stolen, keyholder must notify the ORRA in writing within 48 hours.
2. This is not a long-term contract, and you may cancel the service at any time.
3. The Sentikey may never be used by anyone other than the issued keyholder, regardless of license status or relationship to the issued keyholder. Allowing another to use your SentiKEY will result in a fine and/or suspension.
4. Not to allow the PIN for the SentiKEY to be accessible by any third party.
5. Not to share, lend, or transfer the SentiKey to any other person or entity, or permit any other person or entity to use the SentiKey for any purpose whatsoever.
6. Not to duplicate the SentiKey or allow any other person to do so; and
7. Not to share or lend the code for Keyboxes to any other individuals and entities, whether or not they are authorized users of the Service.
8. Prior written authorization to install or use a Keybox must be obtained from the property owner.
9. Entry is granted by the listing salesperson/broker.
10. Keyholders shall not access or use, or permit or enable others to access or use, listed or managed property on terms or conditions other than those authorized by the owner.
11. Extreme care shall be used to ensure that all doors to the listed property and the Keybox are locked, and keys must be returned to the Keybox prior to leaving the property. The keyholder shall never give access to the property to anyone at any time, including another agent.
12. Leaving the lockbox on the property after the listing expires and/or closes or change of ownership. The lockbox must be removed within five (5) calendar days after closing and/or expiration or termination of listing contract; after the five days, removal of the lockbox by the new listing broker is permitted.
13. Unauthorized removal of the lockbox.
14. All owners and/or tenant(s) of real property shall be informed that the Keybox is not designed or intended as a security device.
15. The Keybox security requirements of the National Association of REALTORS, as from time to time amended, are hereby adopted and made a part of these Rules and Regulations.

Acknowledgment: Each party using a SentriKey, Keyboxes or the Service hereby acknowledges that neither the SentriKey, Keyboxes nor the Service, nor any other SENTRILOCK product used in connection with the Service is a security system. The Service is a marketing convenience key control system, and as such, any loss of Keys or disclosure of Personal Identification Numbers compromises the integrity of the Service. Each party agrees that it will use its best efforts to ensure the confidentiality and integrity of all components of the Service.

Failure to Comply: Failure to comply with the terms of the Sentrilock Rules & Regulations will be considered a violation of membership duties under ORRA Bylaws and may constitute grounds for termination of the Keyholder Agreement, deactivation of the Sentrikey, and/or imposition of fines under these provisions.

If misuse by a keyholder has been noticed to the association and/or Sentrilock, the following actions will apply:

1. Notice will be given to the keyholder of the apparent misuse, with the opportunity for the user to appear before the Professional Standards Committee to show cause why his/her key privileges should not be suspended or terminated and a fine levied.
2. The following penalties may be applied:

First offense:

- Fine up to \$1000 and his/her key service may be turned off for a period of up to six (6) months.

Second offense:

- Fine up to \$5000 and his/her key service may be turned off for a period of up to three (3) years.

ORRA may refuse to issue or suspend existing keys held by an individual following their conviction whether adjudication was withheld of any crime in the determination of the Board of Directors as it relates to the real estate business or puts clients, customers and/or their family, or other real estate professionals at risk.

Cancellation of Key:

If you wish to cancel your SentriKey, you must submit your request for cancellation in writing to membership@Orlandorealtors.org

____ I understand and agree to the SentriKey and Lockbox Rules and Regulations.

Name: _____ NRDS # _____

Member Type: _____ Member of another Association? _____

Date: _____ Signature: _____