



7321 Sunshine Grove Road ♦ Brooksville, Florida 34613  
(352) 799-1971 ♦ Fax: (352) 799-4350

## SUPRA Lockbox Issuance/Return/Exchange Form

Issue Date: \_\_\_\_\_ Return Date: \_\_\_\_\_ Exchange Date: \_\_\_\_\_

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

Received or Returned by: \_\_\_\_\_

Serial numbers for (check one): ☐ Issued Boxes ☐ Returned Boxes

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Serial Numbers for Exchanged Boxes:

OLD: _____	NEW: _____
OLD: _____	NEW: _____
OLD: _____	NEW: _____
OLD: _____	NEW: _____
OLD: _____	NEW: _____

Should a lockbox be lost, stolen, or damaged, the Broker understands that the Association will bill the Broker \$100.00, plus tax for its replacement. The undersigned Broker acknowledges that he/she is responsible for any and all lockboxes on loan to him/ her and will maintain an accurate record of the exact location of each lockbox and will return any and all lockboxes to the Association upon demand. If Broker is unable to do so, the Broker agrees to pay \$100.00, plus tax, each for their replacement. The \$100.00, plus tax, will be billed to the Broker.

The association reserves the right to adjust the lockbox replacement charge in accordance with cost adjustments by the supplier.

☐ I acknowledge that lockboxes issued by HCAR to me as the Broker, are to be used **ONLY** for agents who are members of HCAR.

\_\_\_\_\_  
Broker/Designated REALTOR®

\_\_\_\_\_  
Hernando County Association Staff