HERNANDO COUNTY ASSOCIATION OF REALTORS®
7321Sunshine 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 $125.00, 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 $125.00, plus tax, each for their replacement. The $125.00, 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. _____ Receiving Broker Initials

_____ _____
Broker/Designated REALTOR® Hernando County Association Staff