



LAWRENCE
Board of REALTORS®

Supra ActiveKEY Annual Audit Verification Form

3838 W 6th Street, Lawrence KS 66049
(785) 842-1843 ■ www.LawrenceRealtor.com

Pursuant to Paragraph 8 of the Lockbox Rules and Regulations dated February 14, 2013, the undersigned Designated REALTOR® (supervising broker of record) and Keyholder attest that the Keyholder named below is in possession of the following ActiveKEY.

Excerpt from the Lockbox Rules and Regulations dated February 14, 2013:

Paragraph 8: An annual audit of all ActiveKEYs will be required. The annual audit will be a physical inspection of the ActiveKEY and may be conducted during a luncheon meeting held for such purpose and/or, at the office of the Lawrence Board of REALTORS®. Alternatively, the audit may be satisfied by the Lawrence Board of REALTORS® receipt of a statement signed by the keyholder and the designated REALTOR®, broker of record, or, in the case of an affiliate member, by a principal, partner, or corporate officer of the keyholder's firm, attesting that the key is currently in possession of the keyholder. The Lockbox Committee Chairperson shall also have the authority to physically inspect the keys. Failure, by keyholder, to have key audited within a specified time as set by the Board of Directors will result in a \$50.00 fine and/or forfeiture of key.

Keyholder Name _____

ActiveKEY Serial # _____

Designated REALTOR® Name _____

Keyholder Signature

Date

Designated REALTOR® Signature

Date

**All ActiveKEY Audits must be received at the LBOR Office
no later than 4pm on Wednesday, October 31st, 2018.**

Send this completed Supra ActiveKEY Annual Audit Verification form to:
Email – Admin@LawrenceRealtor.com