



Howard County Association of REALTORS® (HCAR) Online Membership Application Instructions

Instructions for the Applicant (Agent) and Broker/ Manager

Please read carefully before submitting your online application:

1. **Broker Certification:** Because REALTOR® membership requires broker validation, you must have your Designated REALTOR® / Office Manager / Broker fill out and sign the [HCAR Online REALTOR® Application Broker Certification Form](#) on page 3 of this document.
2. **Prepare Your Documents:** Once the Broker Certification form has been completed by your broker or office manager, save it as a .pdf, .jpg or .png file. You will be prompted to upload this completed document along with:
 - A front-only copy of your government issued Photo ID
 - A copy of your Real Estate License ([Find a copy of your real estate license](#))
3. **Complete Online Application:** Create an account, or login to an already existing account, to complete the application via the HCAR Member Portal.

Create/ find your account: <https://hcarportal.ramcoams.net/Profile/Setup/Search.aspx>

Note: Your application will remain in a pending status and will not be processed by staff until all signatures, printed names, and dates are provided. All licensing and membership details will be verified.

Instructions for SentiLock Activation

SentiLock is the **optional** Lockbox Access System available only to REALTOR® or preferred partner members for an additional cost. If you will need SentiLock access in the future for showings or for securing your listings, you will need to submit the required documents and attend training or have had a previous SentiLock subscription within the last 3 years in order to activate.

Step 1: Complete Initial Documentation *These documents are found on pages 4-12 of this PDF.

Please submit the completed 3 items along with your membership application or along with a request to activate a SentiLock account.

1. **Mid-Atlantic Realty Services Inc (MARS) SentiLock User Agreement**
2. **MARS Rules & Regulations Document**
3. **A front-only copy of your government-issued photo ID**

Step 2: Activating the Account

Can only be completed at least **1 business day** after your membership application has been processed.

Register for a SentiKey Training Class: If you are a new subscriber or if you have not had a SentiLock account for over 3 years, this class is mandatory. Zoom classes are available at least once a week. Additional instructions will be in the class description.


OR

Previous SentiLock User within 3 years: If you have had a SentiLock account in the last 3 years, email staff@hcar.org a request to activate a SentiLock account along with the required documents if not submitted with application.



Howard County Association of REALTORS® Dues Proration Schedule

2026 Membership Year Ends: October 31, 2026

Join Month	HCAR Local Dues	**MD State REALTOR® Dues	**National REALTOR® Dues	*One-Time Processing Fee	Total	***Total with Optional RPAC
May 2026	\$144.00	\$121.00	\$149.00	\$100.00	\$514.00	\$549.00
 June 2026 JOIN IN JUNE	\$144.00	\$121.00	\$136.00	\$100.00	\$257.00	\$292.00
July 2026	\$144.00	\$121.00	\$123.00	\$100.00	\$488.00	\$523.00
August 2026	\$72.00	\$121.00	\$110.00	\$100.00	\$403.00	\$438.00
September 2026	\$72.00	\$121.00	\$97.00	\$100.00	\$384.00	\$419.00

JOIN IN JUNE – One Time Membership Drive Promotion!

- Local dues and Processing fees waived for all **new**, transferring, and secondary REALTOR® applicants who apply to join and complete payment between June 1 and June 30th.
- Letters of good standing are required for all transferring and Secondary REALTOR® applications.
- *Prior HCAR members will not be charged the one-time processing fee.
- ****Active REALTORS® transferring from their current association to HCAR who have already paid Maryland State and National Dues for 2026, will not be charged again, nor charged a processing fee. (Letter of Good Standing required)**
- *****Active REALTORS® joining as secondary who have already paid Maryland State and National Dues for 2026, will not be charged again, nor charged a processing fee. If Maryland State Dues have not been paid, but they have paid State Dues to another association, Maryland state dues will still be owed but the amount will be discounted. (Letter of Good Standing Required)**
- *****Contributions to RPAC (REALTOR® Political Action Committee) are voluntary and used for political purposes to elect candidates locally and nationally who understand and support REALTORS® interests. RPAC contributions are not tax deductible. An optional suggested contribution amount of \$35 has been added to the last line item.**
- Lobbying fees of \$55 are included in the NAR dues and \$18 in the MR dues. These portions of your dues are non-deductible for income tax purposes.

SentriLock Annual Subscription Proration Schedule 2026-2027

Join Month	Jan 18– June 3	June 4 – Sept 3	Sept 4 – Dec 3	Dec 4 – Jan 17
Subscription Fee	\$179.69	\$134.76	\$89.84	\$44.92
Activation Fee	\$51.50	\$51.50	\$51.50	\$51.50
Total	\$231.19	\$186.26	\$141.34	\$96.42

ACTIVE SENTRILOCK USERS:

Active Account Transfers from GBBR, CCAR or HarCAR: \$0

Other SentriLock Approved Transfers: \$40

Transfers not approved by SentriLock billing: Seek a partial refund, if possible, from your previous association.

Lockboxes: Only Bluetooth enabled lockboxes can transfer ownership. Any non-bluetooth lockboxes would become dead lockboxes upon the deactivation of your old account.





HCAR Online REALTOR® Application - Broker Certification Form

THIS FORM MUST BE UPLOADED WHEN COMPLETING THE ONLINE APPLICATION OR OTHERWISE SUBMITTED PRIOR TO PROCESSING AN ONLINE MEMBERSHIP APPLICATION.

HOWARD COUNTY ASSOCIATION OF REALTORS®

Verify Applicant Information *(name of agent and brokerage information must match applicant's real estate license)*

First Name _____	Last Name _____
RE License Registration # _____	
Brokerage Company Name <i>(as on real estate license)</i> _____	
Branch Address _____	

I (the Designated REALTORS®/ Broker/ Office Manager) hereby certify that the applicant named above is a licensed real estate agent affiliated with my brokerage firm. I have carefully reviewed this application request and the membership information contained herein, and I have determined it to be true and correct to the best of my knowledge.

Certified by _____	_____	_____
(Signature of Office Manager Designated REALTOR® or Broker)	(Name Printed)	(Date)

5/2026



MID-ATLANTIC REALTY SERVICES, INC. / SENTRILOCK AUTHORIZED USER AGREEMENT

THIS AGREEMENT IS ENTERED INTO BY MID-ATLANTIC REALTY SERVICES, INC. (MARS),

AND the undersigned Agent/SentriKey® real estate app subscriber hereinafter referred to as (“Authorized User”)

(Name of Agent/SentriKey® real estate app subscriber)

1. SENTRIKEY® REAL ESTATE APP RECEIPT: Authorized User acknowledges receipt of access to the SentriKey® real estate app from MARS.

2. PAYMENT OF FEES AND LICENSE TO USE: In exchange for payment of the initial service fee, plus applicable State sales tax, Authorized User is hereby granted, subject to the terms and conditions of this Agreement, a personal, revocable, non-exclusive and non-transferable license (which shall be revocable at will by SentriLock, LLC or MARS), to the SentriLock System, the SentriKey® real estate app and the Entry Codes in order to access properties in the geographic area currently served by MARS, the Bright MLS and those geographical areas served by another or other Board(s) or Association(s) of REALTORS®, including those Board(s) and Association(s) with which MARS has entered into a written reciprocal electronic lock box agreement, and the multiple listing services owned and operated by such Board(s) or Association(s). Access by Authorized User, at all times, shall be made solely in connection with his/her legally permitted, normal and customary activities while acting as a real estate licensee or certified or licensed appraiser. Authorized User shall use the SentriKey® real estate app only for the purpose of gaining authorized entry into real property upon which a SentriLock box has been installed in those geographic areas as defined herein where the Authorized User is authorized to access the System.

3. ELIGIBILITY: The Authorized User shall remain eligible to retain the license herein granted only for so long as all of the following conditions, at all times, are fully satisfied:

A. The Authorized User shall be a Member in good standing of either the Greater Baltimore Board of REALTORS®, Inc., Carroll County REALTORS®, Inc., the Harford County Association of REALTORS®, Inc., the Howard County Association of REALTORS, Inc. and/or any other Board or Association of REALTORS® which owns stock in MARS (hereinafter referred to collectively as “the Associations”) or a Member in good standing of another or other Board or Association of REALTORS®, including those Board(s) and Association(s) of REALTORS® with which MARS has entered into a written reciprocal electronic lock box agreement. The Authorized User represents and warrants to MARS that (i) the Authorized User holds a valid real estate license as a salesperson, broker, associate broker, and/or is licensed or certified as an appraiser; (ii) the Authorized User is a REALTOR® in good standing of a local Board or Association of REALTORS®; or is a member in good standing of the Real Estate Brokers of Baltimore.

B. The Authorized User shall notify MARS, in writing, of any change in his/her current company/office affiliation.

C. If at any time the Authorized User is not in compliance with A or B above, then the Authorized User shall so notify MARS in writing within twenty-four (24) hours after such event of noncompliance first occurs.

D. Affiliate members of a local Board/Association of REALTORS® shall be eligible to subscribe to and access the System as an Authorized User and to receive the Entry Codes licensed hereunder, provided: 1.) the Affiliate member is principally engaged in professional home and/or environmental inspections; the appraising of real property; and/or termite, well and/or septic inspections, contractors licensed to perform home improvements; 2.) the Affiliate member agrees to abide by the Rules and Regulations of MARS, which expressly are incorporated herein by reference as if fully set forth, 3.) the Affiliate member agrees to pay all required fees, fines and recurring costs in connection with Affiliate’s subscription to the lockbox services of MARS; and 4.) the Affiliate member agrees that Affiliate shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and Affiliate member shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner.

E. Unlicensed personal assistants shall be eligible to subscribe to or use the lockbox services of MARS, on the same terms and conditions as non-principal brokers and sales licensees provided: 1) the unlicensed assistant is under the direct supervision of a designated REALTOR®, or the licensed designee of the REALTOR®, each of whom is a subscriber and authorized user of the lockbox services; 2) the unlicensed personal assistant agrees to abide by the Rules and Regulations of MARS, which expressly are incorporated herein by reference as if fully set forth, 3) the unlicensed personal assistant agrees to pay all required fees, fines and recurring costs in connection with the unlicensed personal assistant's subscription to the lockbox services of MARS; and 4) the unlicensed personal assistant agrees that the unlicensed personal assistant shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and the unlicensed personal assistant shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner. **An unlicensed personal assistant, in accordance with guidelines as adopted by the Maryland Real Estate Commission, may not show property unless accompanied by a licensed real estate salesperson, real estate associate broker or real estate broker.**

F. Any individual required or permitted by law, or by the established policies of the National Association of REALTORS® as amended from time to time, to access and use the services of MARS without holding REALTOR® membership in a local Board/Association, specifically individuals holding a valid Maryland real estate license as a Broker, Associate Broker or Salesperson, shall be eligible to subscribe to and use the services of MARS without the requirement of holding REALTOR® membership in a local Board/Association of REALTORS®.

4. TERM OF AGREEMENT: The term of this Agreement shall commence on the date of the execution of this Agreement and shall continue unless sooner terminated as herein provided. The term of this Agreement shall also terminate on the date the license hereby granted is revoked by MARS or SentiLock, LLC; or the Authorized User shall fail to satisfy any or all of the requirements of this Agreement.

5. REVOCATION OF LICENSE: The license to use the SentiKey® real estate app to access the SentiLock System under this Agreement shall be terminated by MARS or SentiLock, LLC and effected by deactivating the SentiLock account upon the occurrence of any one or more of the following events:

A. Failure to comply with any or all of the eligibility requirements as set forth in Paragraph 3 above;

B. Failure of the Authorized User to perform in accordance with any and/or all terms and conditions set forth in this Agreement, including, but not limited to, the provisions for security in paragraph 6 below and the Rules and Regulations of MARS as provided in Section 7 below;

C. The non-payment of any fees, fines or other sums owed by Authorized User as established from time-to-time by MARS and/or SentiLock, LLC, pursuant to Paragraphs 7, 8, 9 and/or 10H of this Agreement;

D. Notification from MARS that the System is being changed, altered or terminated, in the sole and absolute discretion of MARS, provided, however, that MARS shall first give ninety (90) days written notice of such change, alteration or termination;

E. Any event deemed by MARS, in its sole and absolute discretion, to affect the security of the System or any SentiLock Box;

F. Upon the arrest or conviction of Authorized User for any felony or misdemeanor crime, if the crime, in the sole and absolute determination of MARS, relates to the real estate business or places customers, clients, or other real estate professionals at the risk of physical harm and/or property loss or damage.

6. SECURITY OF SENTRIKEY® REAL ESTATE APP: Authorized User acknowledges that it is necessary to maintain security of the SentriKey® real estate app to prevent its use by unauthorized persons. Consequently, Authorized User agrees:

A. To not disclose to any third party his/her personal identification number (PIN).

B. To not permit the SentriKey® real estate app to be used for any purpose whatsoever by any other person.

C. To maintain the sole and exclusive possession of the key to the property at all times and not give the key to a third person without the prior knowledge and expressed written consent of the listing agent.

D. To not sell, assign, distribute, provide access to, reverse engineer, decompile, modify, disclose or otherwise transfer or pledge the rights of the SentriKey® real estate app.

E. To strictly adhere to the terms and conditions of this Agreement and such additional rules, regulations and security procedures as may be adopted by MARS from time to time with respect to the SentriKey® real estate app and any other aspect of the System.

7. VIOLATIONS/DISCIPLINARY ACTION: Authorized User agrees to abide by and be subject to the MARS Rules and Regulations, as amended from time to time, and any and all disciplinary action as provided under such Rules and Regulations and/or for violation of any provision of this Agreement. In addition to any and all remedies under this Agreement, if Authorized User allows the use of the SentriKey® real estate app by unauthorized persons or otherwise adversely affects the System security, Authorized User shall be subject to such fines and penalties as are established by MARS pursuant to the applicable rules and regulations of MARS, as amended from time to time, and in accordance with the established policies of the National Association of REALTORS®, Inc., as amended from time to time. Discipline may include a fine not to exceed \$15,000.00; a required attendance at a training non-CE program conducted at a designated time and location; suspension and/or termination of SentriKey® real estate app privileges for a specified period of time or a permanent forfeiture of the Authorized User's right to use the SentriKey® real estate app and/or any combination of the described disciplinary actions.

8. INDEMNIFICATION: Authorized User agrees to indemnify and hold MARS, the Associations and all of their respective officers, directors, employees and agents harmless from and against any and all liability, loss, costs, expenses, claims or demands whatsoever by or against MARS resulting from loss, use or misuse of the SentriLock System, including, but not limited to, any and all liabilities, including attorney's fees, incurred by them as a result of damage, death or injury to property or persons arising out of entry by any person into or onto any premises by use of the SentriLock System. Participant and Authorized User hereby waive and release any and all claims against MARS and any of the Associations which own stock in MARS, their respective officers, directors, employees and agents for any and all loss or damage resulting from the use or inability to use the SentriKey® real estate app, including any deactivation of the SentriKey® real estate app by MARS as herein provided. The provisions of this Paragraph 8 shall survive the expiration or termination of this Agreement.

9. REIMBURSEMENT: Authorized User agrees to reimburse MARS upon demand for any and all expenses incurred in attempting to enforce any or all terms and conditions of this Agreement against Authorized User as a result of Authorized User's failure to act in accordance with the terms and conditions of this Agreement. In the event MARS shall commence legal proceedings against Authorized User to enforce or interpret any of the provisions of this Agreement, Authorized User agrees to pay all costs incurred, including reasonable attorney's fees, as determined by the court, both at trial on the merits and on appeal, if any.

10. AUTHORIZED USER RESPONSIBILITY: Authorized User agrees:

- A. Never to permit anyone other than the Authorized User himself/herself to use the SentiKey® real estate app or his/her PIN for any reason;
- B. To attend an instructional session on the operation and use of the SentiKey® real estate app as required by MARS from time-to-time;
- C. To provide the necessary mobile device, Internet connection, computer hardware and non-SentriLock supplies software for communication with the System.
- D. To notify MARS within 48 hours of any change in his/her Maryland real estate license, Board membership, firm affiliation or termination;
- E. To comply with National Association of REALTORS® requirements (as amended from time to time) for the access and use of a Lockbox System, including notification of each listing office or listing agent of the Authorized User's intention to enter the property through the use of the SentiLock box. This notification is to be prior to the actual entry unless the listing indicates the cooperating agent may access the property without prior notice to the listing agent or the listing office.
- F. To comply with all Rules and Regulations adopted by MARS, as from time-to-time amended, relating, directly or indirectly, to the SentiLock System and SentiKey® real estate app which are expressly incorporated by reference herein and made a material term of this Agreement as though fully set forth herein.
- G. Where applicable, become familiar and comply with the Rules and Regulations of the reciprocal Associations when showing properties in their geographic areas.
- H. To pay such activation and hardware fees, annual service fees, re-activation fees and other such fees and fines as shall be adjusted and adopted from time to time by MARS as provided in this Agreement and as charged by MARS or charged by SentiLock directly to Authorized User on behalf of MARS.
- I. To notify MARS promptly, in writing, upon the arrest or conviction of Authorized User for any felony or misdemeanor (other than traffic misdemeanor offenses) and state the circumstances and details relating to such arrest or conviction. Authorized User represents and warrants, as of the date of this Agreement, that Authorized User has not been previously arrested for or convicted of any felony or misdemeanor crime (other than traffic misdemeanor offenses).

11. PROPERTY OWNER/SELLER AUTHORIZATION: The Authorized User must secure specific written authorization from the owner/seller(s) of the property prior to the installation or use of a SentiLock box on any property and before the listing is entered into the MLS, reflecting that a SentiLock box has been authorized by owner/seller(s).

12. FAILURE TO COMPLY: Any failure of the Authorized User to comply with any of the terms and conditions of this Agreement shall constitute an event of material default hereunder. In the event of such default, MARS shall have the absolute right, without prior notice to Authorized User, to interrupt or terminate access to the System, including deactivation of the SentiKey® real estate app, without any liability whatsoever to the Authorized User or any third persons. Authorized User expressly waives any and all damages incurred or alleged to have been incurred as a consequence, direct or indirect, of such access termination by MARS.

13. NO WARRANTY: MARS MAKES NO WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, REGARDING THE SENTRIKEY® REAL ESTATE APP, THE SYSTEM OR ANY SENTRILOCK BOX. WARRANTY CLAIMS BY AUTHORIZED USER SHALL BE MADE SOLELY AGAINST SENTRILOCK, LLC AND WILL BE HANDLED THROUGH MARS (SOLELY AS A CONVENIENCE TO THE AUTHORIZED USER), WHICH SHOULD BE CONTACTED WHEN A PROBLEM WITH THE EQUIPMENT IS EXPERIENCED. AUTHORIZED USER SHALL BE SOLELY RESPONSIBLE FOR DETERMINING THE SCOPE OF ANY WARRANTY PROVIDED BY SENTRILOCK.

14. NO CONSEQUENTIAL DAMAGES: MARS shall not be liable to the Authorized User for any special, indirect, incidental or consequential damages for any loss of use, loss of profit or any other loss of any kind which may arise from the use of the System by the Authorized User or from defects in any SentiLock box.

15. GOVERNING LAW: The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties hereunder, shall be governed by the laws of the State of Maryland, and venue shall be the county in which the Authorized User resides.

16. PARTIAL INVALIDITY: If any provision of this contract is held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force.

17. COMPLETE AGREEMENT:

This written contract expresses the entire agreement between Authorized Users and MARS with respect to the SentiLock SentiKey® real estate app System. This Agreement supersedes any and all other agreements, either oral or in writing. No other agreement, statement or promise relating to the subject matter of the Agreement which is not contained herein shall be valid or binding. This Agreement is binding upon the heirs and personal representatives of the Authorized User. This Agreement may be amended only in writing, signed by all parties hereto.

Authorized User Name (please print) Primary Board/Association _NRDS# / M1# Maryland Permanent License#

E-Mail Address Firm Name & Address Contact Phone Number (Office, Cell)

Signature of Authorized User Date _____

**LOCKBOX SERVICES RULES AND REGULATIONS
MID-ATLANTIC REALTY SERVICES, INC.**

**Section I
Authorized Users**

- (A) Any individual who holds REALTOR® membership in a local Board/Association of REALTORS®, whether located in Maryland or any other state or territory, and every nonprincipal broker, sales licensee, unlicensed personal assistant or licensed or certified appraiser who is affiliated with such REALTOR®, shall be eligible to subscribe to and use the lockbox services of Mid-Atlantic Realty Services, Inc. (MARS) subject to their execution of a MARS/SentriLock Authorized User Agreement or a Reciprocal Access Agreement (whichever is applicable) with MARS and their agreement to abide by the rules and regulations of MARS and to pay all required fees, fines and recurring costs in connection with their subscription to the lockbox services of MARS.
- (B) Affiliate members of a local Board/Association of REALTORS®, whether located in Maryland or any other state or territory, shall be eligible to subscribe to and use the lockbox services of MARS, provided: 1.) the Affiliate member is principally engaged in professional home and/or environmental inspections; the appraising of real property; and/or termite, well and/or septic inspections; 2.) a duly authorized principal or officer of the firm for which Affiliate member performs such services; executes the appropriate MARS/ SentriLock Authorized User Agreement; 3.) the Affiliate member agrees to abide by the Rules and Regulations of MARS and to pay all required fees, fines and recurring costs in connection with Affiliate’s subscription to the lockbox services of MARS; and 4.) The Affiliate member agrees that Affiliate shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and Affiliate member shall enter the property only with the consent of the listing agent and/or the owner and only at the scheduled date and time as directed by the listing agent and the owner.
- (C) Unlicensed personal assistants shall be eligible to subscribe to or use the lockbox services of MARS, on the same terms and conditions as non-principal brokers and sales licensees provided: 1) the unlicensed personal assistant is under the direct supervision of a designated REALTOR®, or the licensed designee of the designated REALTOR®, each of whom is a subscriber and authorized user of the lockbox services; 2) a duly authorized principal or officer of the firm for which the unlicensed personal assistant performs services executes the appropriate MARS/SentriLock Authorized User Agreement; 3) the unlicensed personal assistant agrees to abide by the Rules and Regulations of MARS and to pay all required fees, fines and recurring costs in connection with the unlicensed personal assistant’s subscription to the lockbox services of MARS; and 4) the unlicensed personal assistant agrees that the unlicensed personal assistant shall not access or use any affixed lockbox or gain entry to any property upon which a lockbox is affixed without first contacting the listing agent of the property for the purpose of arranging an appointment to enter the property and the unlicensed personal assistant shall enter the property only with the consent of the listing agent and the owner and only at the scheduled date and time as directed by the listing agent and the owner.

An unlicensed personal assistant, in accordance with guidelines as adopted by the Maryland Real Estate Commission, may not show property unless accompanied by a licensed real estate salesperson, real estate associate broker or real estate broker.

- (D) Non-member licensed contractors or inspectors shall only be eligible for limited use of the lockbox services of MARS provided: 1) the non-member licensed contractor or inspector is under the direct supervision of a designated REALTOR®/Participant, or the licensed designee of the designated REALTOR®/Participant, at least one of whom is a subscriber and authorized user of the lockbox services; 2) the licensed designated REALTOR®/Participant, or the licensed designee of the

designated REALTOR®/Participant has obtained the written consent of the property owner to authorize the use of a lockbox programmed for specialized access codes, including but not limited to contractor codes.

- (E) Any individual required or permitted by law, or by the established policies of the National Association of REALTORS®, as amended from time to time, to access and use the services of MARS without holding REALTOR® membership in a local Board/Association, including members in good standing of the Real Estate Brokers of Baltimore City (Realtist) and individuals holding a valid Maryland real estate license as a broker, associate broker or salesperson, shall be eligible to subscribe to and use the services of MARS without the requirement of holding REALTOR® membership in a local Board/Association of REALTORS®.

Section II Rules and Regulations

The following rules and regulations shall apply to all subscribers and users of the MARS lockbox services. Subscribers and authorized users of the lockbox services shall:

1. Access property solely in connection with his/her legally permitted, normal and customary activities while acting as a real estate licensee, unlicensed personal assistant or licensed appraiser.
2. Use the SentiKey® real estate app only for the purpose of gaining authorized entry into real property upon which a system lockbox has been installed.
3. Enter into real property from which a system lockbox has been installed only with the prior knowledge and/or expressed consent of the listing agent.
4. Notify MARS, in writing within forty-eight (48) hours, of any change in his/her current company/office affiliation.
5. Adhere strictly to the terms and conditions of the MARS/SentriLock Authorized User Agreement.
6. Pay all fees, charges, fines and recurring user fees as established from time to time by MARS when due.
7. Not disclose his/her personal identification number (PIN) to any person.
8. Not assign, transfer or pledge the license and use of the SentiKey® real estate app.
9. Not change or alter the Entry Codes through any other electronic lockbox system provider. All changes to Entry Codes shall be made solely and exclusively by and through MARS.
10. Strictly adhere to the rules and regulations as may be adopted by MARS from time to time with respect to the SentiKey® real estate app or any other aspect of the system.
11. Not permit anyone other than the authorized user himself/herself to use the SentiKey® real estate app or his/her PIN for any reason.
12. Attend an instructional meeting on the operation and use of the SentiKey® real estate app as required by MARS from time to time.
13. Pay all fees, fines and charges in connection with the use of the SentiKey® real estate app and the System.

14. Comply with National Association of REALTORS® requirements (as from time to time amended) for the access and use of a lockbox system, including notification of each listing office or listing agent of the Authorized User's intention to enter the property through the use of the lockbox. This notification is to be prior to the actual entry unless the listing indicates the cooperating agent may access the property without prior notice to the listing agent or the listing office. The Board of Directors of MARS shall have the right, in its sole and absolute discretion, to deactivate or refuse to activate the SentriKey® real estate app to any applicant or subscriber who has been or subsequently is arrested or convicted of a felony or misdemeanor crime (other than traffic misdemeanor offenses) in accordance with the Lock Box Security Requirements (Policy Statement 7.31) of the NAR Handbook on Multiple Listing Policy, as amended from time to time.
15. Obtain the written authorization from the Owner(s) of the property prior to the installation or use of the lockbox on any property.
16. Comply fully with the terms and conditions of the Master Agreement by and between the Regional Lockbox Consortium, Inc., and MARS with SENTRILOCK, LLC, as amended from time to time.
17. Notify MARS, in writing, promptly upon the arrest or conviction of subscriber or authorized user for any felony or misdemeanor crime (other than traffic misdemeanor offenses) and state the circumstances and details relating to such arrest or conviction.
18. Maintain the sole and exclusive possession of the key to the property at all times and not give the key to a third person without the prior knowledge and expressed written consent of the listing agent.
19. Not obtain, possess, use or otherwise share the Personal Identification Number (PIN) of another authorized subscriber or authorized user.

Section III Fines and Penalties

An authorized subscriber or user of the lockbox system of MARS who violates any rules and regulations of MARS as set forth above, except for the payment of fees, shall be subject to the imposition of a fine or penalty for each violation in such amount not to exceed \$15,000.00 as established by the Board of Directors of MARS from time to time, in accordance with the below schedule of fines and penalties.

An authorized subscriber or user of the lockbox system of MARS who is found to have violated the rules and regulations as herein set forth on more than two occasions during a calendar year shall be subject to the automatic revocation of their rights and privileges to access and use the services of MARS.

An authorized subscriber or user of the lockbox system of MARS shall pay a 10% late charge on all fees, charges, fines, recurring user fees and penalties which remain unpaid for ten (10) calendar days from the date of invoice or imposition of such fine or penalty. Service will be terminated without notice for fees, charges, fines, recurring user fees and penalties which remain unpaid for fifteen (15) calendar days from the date of invoice or imposition of such fine or penalty.

SCHEDULE OF FINES AND PENALTIES

In accordance with the Rules and Regulations of Mid-Atlantic Realty Services, Inc., fines and penalties have been established to safeguard the integrity of the MARS lockbox system.

First Offense *	Up to \$15,000.00
Second Offense*	Up to \$15,000.00
Third Offense	Termination of Service
Appeal filing fee	\$250.00

*Fines for Brokers, Office Managers and Team Leaders shall be doubled, but not to exceed the amount allowed by NAR policy.

In addition to any fine as set forth above, a Participant or Authorized User who violates the MARS Rules and Regulations may also be required to attend a non CE training program on the MARS Rules and Regulations at such time and location as established by MARS and to complete such training program within a specified time period or be subject to suspension or termination of SentriKey® real estate app services until such program is completed.

Unless otherwise stated, a 10% late fee shall be charged on all fees, charges, fines, recurring user fees, and penalties which remain unpaid for ten (10) calendar days from the date of invoice or imposition of such fine or penalty. Service will be terminated without notice for fees, charges, fines, recurring user fees, and penalties which remain unpaid for fifteen (15) calendar days from the date of invoice or imposition of such fine or penalty.

Disclaimer: The Board of Directors of Mid-Atlantic Realty Services, Inc. reserves the right, in its sole discretion, to amend these Rules and Regulations, including the Schedule of Fines and Penalties, without prior written notice to any authorized subscriber or authorized user. Once amended, a copy of the amendment(s) will be emailed to all subscribers and authorized users. Subscribers and authorized users hereby acknowledge that it is and shall be their individual duty and obligation to promptly notify their Board of any changes in their email address and to read and comply with such amendment(s), as adopted from time to time, and that any failure to do so shall not mitigate any subsequent violation of the MARS Rules and Regulations, or any fines or penalties imposed as a result of such violation, based upon any claim or assertion that the subscriber and/or authorized user did not receive or did not know that such amendments were made.

I hereby acknowledge receipt of the current MARS Rules and Regulations. I understand that such Rules and Regulations may be amended by MARS from time to time and that it is my sole obligation to read the MARS Rules and Regulations as received by me today as well as in the future.

SentriKey® real estate app User's Signature (Acknowledging Receipt)

Date