



To be completed by HCAR Staff:

Mem#: \_\_\_\_\_ Date Entered: \_\_\_\_\_  
Total Paid: \_\_\_\_\_ Status: Primary / Secondary (circle)

## HOWARD COUNTY ASSOCIATION OF REALTORS® REALTOR® Membership Application

Designated REALTOR®/ Principal Broker  REALTOR®/ Sales Agent  Appraiser

\*All applications must be submitted with a copy of your Real Estate License and a front-only copy of your Photo ID

### Applicant Personal Contact Information (name must match real estate license and/or provided ID)

Title	First Name	MI	Last Name	Nickname	
Home Street Address		Apt/Unit#	City	State	Zip Code
Mobile Number		E-Mail Address			

### Office/ Brokerage Information

Brokerage Company Name (as on real estate license)		Office Phone Number			
Branch Street Address		Suite#	City	State	Zip Code

### Real Estate / Appraiser License Information

License #	State	Expiration Date
_____	_____	_____
_____	_____	_____

**Have you ever been a member of the National Association of REALTORS®?  Yes  No**

IF YES, LIST LOCAL PRIMARY ASSOCIATION AFFILIATION(S) IN ORDER OF MOST RECENT TO LEAST:

**ANY CURRENT STATE ASSOCIATION AFFILIATION(S) (if applicable):** \_\_\_\_\_

**Preferences** (Complete with either yes or no)

Yes  No I give permission for my cell phone number to be published in the HCAR Directory.

Yes  No I give permission for my email address to be published in the HCAR Directory.

Yes  No I give permission for HCAR to send text messages to my above listed cell phone number (Estimated maximum use will be 14 per year).



8600 Snowden River Parkway, Suite #104 Columbia MD 21045 Ph: 410-715-1437

HOWARD COUNTY ASSOCIATION OF REALTORS®, INC.  
Staff@hcar.org





**HOWARD COUNTY ASSOCIATION OF REALTORS®**  
**REALTOR® Membership Application**

**Optional Demographic Information**

We use this information to direct our communications to you with additional relevant information and your preferred method of addressing you in communications from the organization. As well as for statistics and demographics of the organization. This information is not made public except for additional spoken languages, which will be added to the member directory information.

**Dual Career Status (Do you have another profession in addition to your real estate profession?)**

Yes     NO

**Preferred Title (check all that apply)**

Mr.     Ms.     Miss     Mrs.     Mx.     Dr.

**Preferred Pronoun (check all that apply)**

He/Him     She/Her     They/Them     Ze/Hir

**Ethnicity (check all that apply)**

<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic, Latin or Spanish Origin	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Native American (Amer. Indian)	<input type="checkbox"/> Indian	<input type="checkbox"/> White or Caucasian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Middle Eastern	<input type="checkbox"/> Other _____

**Languages Spoken (Consumers can search for a REALTOR® by additional languages spoken)**

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**Birthdate**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

(mm/dd/yyyy)



THIS APPLICATION MUST BE SUBMITTED WITH A COPY OF THE AGENT'S POCKET LICENSE  
TO EXPEDITE THE APPLICATION.  
AND A COPY OF A PHOTO ID.



HOWARD COUNTY ASSOCIATION OF REALTORS®, INC

I have read and, in the event of my acceptance to membership in the Howard County Association of REALTORS®, Inc. (the "Association"), I agree to abide and be bound by the Bylaws, Policies and Procedures, Rules and Regulations of the Association, **Constitution and Bylaws of the State Association (if applicable)**, and the Bylaws and Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS®. **I agree to attend and satisfactorily complete the required new member orientation, real estate code of ethics, and fair housing courses approved by the Association or otherwise show proof of completion of these courses, within 90-days of joining the Association.**

I irrevocably waive all claims against the Association or any employees, officers, directors or members for any act or omission in connection with the business of the Association, including the interpretation and/or application of the Bylaws, Policies and Procedures of the Association and the acceptance of or failure to accept, advance, suspend, expel or discipline me as a member of the Association. The authority of the Grievance and Professional Standards Committees of the Association, are expressly acknowledged and accepted by me, and I acknowledge and agree that I will arbitrate future contractual disputes arising out of the real estate business as specified by Article 17 of the Code of Ethics and as set forth in the Code of Ethics and Arbitration Manual of the NATIONAL ASSOCIATION OF REALTORS® and the Policies and Procedures Manual of this Association, all as from time to time amended.

I understand that the Howard County Association of REALTORS® Inc. may terminate my membership if this application contains misrepresentations, or I fail or refuse to comply with the conditions of membership as stated in the Bylaws, Policies and Procedures and Regulations of this Association and the NATIONAL ASSOCIATION OF REALTORS®. Upon expiration or termination of my membership with the NATIONAL ASSOCIATION OF REALTORS® for any cause or reason whatsoever, I will discontinue use of the term "REALTOR®". Further I agree that if I resign or am terminated from membership with any outstanding dues and fees (including any costs and sums previously awarded by the Arbitration Hearing Panel in conjunction with arbitration proceedings), the Board of Directors may condition renewal or reinstatement of membership upon my payment of said fees.

**I understand that in the event I am ineligible or become ineligible for membership in the category indicated before November 1, 2025, the advanced 2026 dues and fees will be refunded to me, less the application fee, any RPAC investment, if applicable, as well as a \$50 service fee. If elected to membership, I agree to pay (when due) the established fees, dues, assessments, and fines, in effect as long as I am a member of this Association. I understand that if I no longer wish to maintain my membership, the Association must be notified in writing with the proper forms provided. I further understand there will be no refund of dues paid should I terminate my membership in the Association or become ineligible for membership after November 1, 2025.**

Application by \_\_\_\_\_  
(Signature) \_\_\_\_\_ (Name Printed) \_\_\_\_\_ (Date) \_\_\_\_\_

I (the Designated REALTOR® / Office Manager / Broker) have carefully reviewed this application, and the membership information contained herein and 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) \_\_\_\_\_

9/2026





## Dues Proration Schedule for Primary Members

You may pay your REALTOR® membership dues by completing the information below and emailing this form along with your application to [staff@hcar.org](mailto:staff@hcar.org) or faxing it to **410-715-1489**. If you choose to pay by check, you may mail the completed application along with the check to HCAR Membership, 8600 Snowden River Parkway, Suite #104, Columbia, MD 21045.

**2026 Membership Year Ends: October 31, 2026**

Join Month	HCAR Local Dues	**MD State Dues	**NAR National Dues	*One-Time Processing Fee	Total	***Total with Optional RPAC
September 2025	\$288.00	\$242.00	\$201.00	\$100.00	\$831.00	\$866.00
October 2025	\$288.00	\$242.00	\$201.00	\$100.00	\$831.00	\$866.00
November 2025	\$288.00	\$242.00	\$201.00	\$100.00	\$831.00	\$866.00
December 2025	\$288.00	\$242.00	\$201.00	\$100.00	\$831.00	\$866.00
January 2026	\$288.00	\$242.00	\$201.00	\$100.00	\$831.00	\$866.00
February 2026	\$216.00	\$242.00	\$188.00	\$100.00	\$746.00	\$781.00
March 2026	\$216.00	\$242.00	\$175.00	\$100.00	\$733.00	\$768.00
April 2026	\$216.00	\$242.00	\$162.00	\$100.00	\$720.00	\$755.00
May 2026	\$144.00	\$121.00	\$149.00	\$100.00	\$514.00	\$549.00
June 2026	\$144.00	\$121.00	\$136.00	\$100.00	\$501.00	\$536.00
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

- \*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 State and National Dues for 2026, will not be charged again, nor charged a processing fee. (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.
- 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.

PLEASE PRINT CLEARLY

\_\_\_\_\_  
Credit Card # (Master Card/Visa/AmEx, Disc)      Expiration Date      Security Code      Amount Charged

\_\_\_\_\_  
Name on Credit Card      Billing Address of Credit Card

*Dues and Fees are non-refundable.*



# TAKE THE DEI PLEDGE

## Diversity Equity & Inclusion Pledge

The Howard County Association of REALTORS® is committed to the advancement and investment of Diversity, Equity, and Inclusion initiatives. The HCAR DEI Committee has completed a DEI Pledge initiative for all HCAR members who wish to pledge their support to inclusivity and equality in the real estate profession.

While this is optional, please read the pledge below and complete if you pledge to adhere to these promises in your business.

### HCAR Membership D.E.I. Pledge

HCAR members pledge to support HCAR's initiatives and policies/practices pertaining to Diversity, Equity and Inclusion. We are committed to building an association comprised of members from a variety of backgrounds, skills, and views. In fulfilling that commitment, we are building a culture of excellence where diversity is valued. Having DEI as a core value of our association will allow HCAR to better serve its members, employees, and community stakeholders. As a member, I pledge to:

- Foster the culture of inclusivity at HCAR and within the communities I serve
- Support and participate in the DEI initiatives of HCAR
- Be accountable for the impact of bias and inequity that my words and actions may have on others
- Listen and learn from the experiences of others in an effort to fully understand and accept that others' experiences may be different from my own

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(Signature)

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(Name Printed)

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(Date)

\*All applicants will need to complete Step 1 of this page, whether they plan to subscribe immediately to SentriLock or not.

## New HCAR Members & Potential SentriLock Subscribers

SentriLock is the **optional** Lockbox Access System available only to REALTORS® for an additional cost. If you will need SentriLock access in the future for showings or for securing your listings, you will need to attend training or have had a previous SentriLock subscription within the last 3 years in order to activate.

### Instructions for SentriLock Activation

#### Step 1: Complete Initial Documentation \*These documents are found on pages 7-17 of this PDF.

Please submit the completed 3 items along with your membership application.

1. **Mid-Atlantic Realty Services Inc (MARS) SentriLock User Agreement**
2. **MARS Rules & Regulations Document**
3. **A front-only copy of your Government 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 SentriKey Training Class: If you are a new subscriber or if you have not had a SentriLock 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

Follow Instructions in Welcome Packet: If you have had a SentriLock account in the last 3 years, staff should send the appropriate instructions to re-activate service so that you can complete payment for any required fees to MARS or SentriLock. If you have any questions email [staff@hcar.org](mailto:staff@hcar.org).

#### SentriLock Annual Subscription Proration Schedule 2025-2026

Join Month	Jan 18– June 3	June 4 – Sept 3	Sept 4 – Dec 3	Dec 4 – Jan 17
Subscription Fee	\$175	\$131.25	\$87.50	\$4375
Activation Fee	\$50	\$50	\$50	\$50
<b>Total</b>	<b>\$225</b>	<b>\$181.25</b>	<b>\$137.50</b>	<b>\$93.75</b>

#### 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.*

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

**NOTE: As used in this Agreement, the terms “Smart Card” and “PIN” shall mean and shall include the use of the SentriSmart app and the Mobile Access Code thereto to access a SentriLock lockbox. The use of the SentriSmart app and the Mobile Access Code to access a SentriLock lockbox is the equivalent to using your SmartCard and PIN to do the same. You are and agree to be responsible for the use of the SentriSmart app and Mobile Access Code sent to your SentriSmart device and the retrieval of said Mobile Access Code will be recorded as an access using your SmartCard and PIN. By your signature below, you agree not to share or disclose the Mobile Access Code to any other person under any circumstances, without exception.**

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

AND the undersigned Broker/Firm Principal or duly authorized representative of Broker hereinafter referred to as (“Participant”),

AND

(Name of Participant **Broker** or authorized representative of Broker)

(Company/Firm Name)

the undersigned Agent/Smart Card Holder hereinafter referred to as (“Authorized User”)

(Name of Agent/Smart Card Holder)

**1. SMART CARD RECEIPT:** Participant and Authorized User acknowledge receipt of a SentriLock Smart Card from MARS.

**2. PAYMENT OF FEES AND LICENSE TO USE:** In exchange for payment of \$ 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 Smart Card 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 Smart Card 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. CURRENT UPDATE:** Authorized User acknowledges that the Smart Card has an update code which expires at regular intervals determined by MARS prohibiting further use of the Smart Card until a new update is obtained by placing the Smart Card in a Smart Card Reader or by another authorized method. Upon such expiration, the Smart Card will not be able to access the System. Accordingly, during the term of this Agreement, the Authorized User shall be required, from time to time, to place Smart Card in Smart Card Reader to update Smart Card, transmit showing data and obtain system updates.

**4. CARD EXCHANGE BY SENTRILOCK OR MARS:** SentriLock, LLC may at its discretion require MARS to replace the Smart Cards used by MARS and its Authorized Users with replacement Smart Cards compatible with the system. SentriLock, LLC shall make the exchange of Smart Cards at no cost to MARS unless the exchange is necessary due to Customer negligence.

**5. 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 and Participant, each, 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 Participant and Authorized

User represent and warrant to MARS that (i) the Authorized User and Participant hold a valid real estate license as a salesperson, associate broker, and/or is licensed or certified as an appraiser; (ii) the Authorized User is licensed with, and is affiliated as an employee or as an independent contractor with, the Participant; (iii) the Authorized User and Participant, each, 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 and (iv) the Participant authorizes MARS to grant the Authorized User access to the System and to receive the Entry Codes licensed hereunder;

- B.** The Authorized User shall notify MARS, in writing, of any change in his/her current company/office affiliation; and
- C.** If at any time the Authorized User and/or Participant are 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.) a duly authorized principal or officer of the firm for which Affiliate member performs such services executes the appropriate MARS SentriLock Smart Card 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 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) a duly authorized principal or officer of the firm for which the unlicensed personal assistant performs services, executes the appropriate MARS SentriLock Smart Card 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.**

**6. 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 SentriLock, LLC; or the Authorized User or Participant shall fail to satisfy any or all of the requirements of this Agreement.

**7. REVOCATION OF LICENSE/RETURN OF SMART CARD:** The license to use the Smart Card to access the SentriLock System under this Agreement shall be terminated by MARS or SentriLock, LLC and affected by deactivating the Smart Card. Participant and Authorized User agree to return the Smart Card within the earlier of (1) 48 hours of receipt of a request to do so by MARS or SentriLock, LLC or (2) within five working days upon the occurrence of any one or more of the following events of default:

- A.** Termination of Participant's Service in MARS;
- B.** Termination of Authorized User's association with the said Participant for any reason;

- C. Failure to comply with any or all of the eligibility requirements as set forth in Paragraph 5 above;
- D. Failure of the Participant/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 8 below and the Rules and Regulations of MARS as provided in Section 10 below;
- E. The non-payment of any fees or fines as established from time to time by MARS and/or SentriLock, LLC, pursuant to Paragraph 13(I) of this Agreement;
- F. 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;
- G. Any event deemed by MARS, in its sole and absolute discretion, to affect the security of the System or any Smart Card or SentriLock Box;
- H. 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;
- I. In the event of the death of the Participant/Authorized User, heirs or personal representatives will surrender the Smart Card to MARS.

**8. SECURITY OF SMART CARDS:** Participant and Authorized User acknowledge that it is necessary to maintain security of the Smart Card to prevent its use by unauthorized persons. Consequently, Authorized User agrees:

- A. To keep the Smart Card in Authorized User's possession or in a safe place at all times.
- B. To not allow his/her personal identification number (PIN) to be attached to the Smart Card or disclose to any third party his/her PIN.
- C. TO NOT LOAN THE SMART CARD TO ANY PERSON FOR ANY PURPOSE WHATSOEVER OR TO PERMIT THE SMART CARD TO BE USED FOR ANY PURPOSE BY ANY OTHER PERSON.
- D. 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.
- E. To not duplicate the Smart Card or allow any person to do so.
- F. To not sell, assign, distribute, provide access to, reverse engineer, decompile, modify, disclose or otherwise transfer or pledge the rights of the Smart Card.
- G. To immediately notify MARS by telephone and in writing within twenty-four (24) hours of the loss of theft of a Smart Card. The Participant/Authorized User shall sign and deliver a statement to MARS with respect to the circumstances surrounding the loss or theft. MARS shall charge for the replacement of Smart Cards either lost or damaged.
- H. 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 Smart Card and any other aspect of the System.

**9. REPLACEMENT SMART CARDS:** Replacement Smart Cards will be issued to Authorized Users who:

- A. Have complied with this Agreement and the policies and procedures of MARS with respect to the SentriLock System.

**B.** Pay a fee and/or deposit specified by MARS to replace a Smart Card lost, stolen, damaged or defective.

**10. VIOLATIONS/DISCIPLINARY ACTION:** Participant and Authorized User agree 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 Smart Card 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 by MARS at a designated time and location; suspension and/or termination of Smart Card privileges for a specified period of time or a permanent forfeiture of the Smart Card and the Participant or Authorized User's right to be issued a Smart Card and/or any combination of the described disciplinary actions.

**11. INDEMNIFICATION:** Participant and Authorized User, jointly and severally, agree 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, loss of, or inability to use the Smart Card, including any deactivation of the Smart Card by MARS as herein provided. The provisions of this Paragraph 11 shall survive the expiration or termination of this Agreement.

**12. REIMBURSEMENT:** Authorized User and Participant agree 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 and/or Participant 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 and/or Participant to enforce or interpret any of the provisions of this Agreement, Authorized User and Participant, jointly and severally, agree 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.

**13. AUTHORIZED USER RESPONSIBILITY:** Authorized User agrees:

- A.** Never to permit anyone other than the Authorized User himself/herself to use the Smart Card or his/her PIN for any reason;
- B.** To attend an instructional session on the operation and use of the Smart Card as required by MARS from time to time;
- C.** To provide the necessary Internet connection, computer hardware and non-SentriLock supplies software for communication with the System.
- D.** To obtain the periodic update for his/her own Smart Card by placing the Smart Card in Smart Card Reader to transmit showing data and obtain system updates.
- E.** To notify MARS within 48 hours of any change in his/her firm affiliation or termination;
- F.** To 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 SentriLock 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.
- G.** To comply with all Rules and Regulations adopted by MARS, as from time to time amended, relating, directly or indirectly, to the SentriLock System and Smart Card and are expressly incorporated by reference herein and made a material term of this Agreement as though fully set forth herein.

- H. Where applicable, become familiar and comply with the Rules and Regulations of the reciprocal Associations when showing properties in their geographic areas.
- I. 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.
- J. 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 shall 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).

#### **14. PARTICIPANT RESPONSIBILITY:**

- A. Participant warrants that Participant is both a licensed real estate broker and Participant of MARS.
- B. Participant warrants that Authorized User possesses a valid real estate license and is in fact associated with Participant in an active effort to sell real estate or is a licensed or certified real estate appraiser affiliated with the MARS Participant.
- C. Participant agrees to enforce the terms of the Agreement with respect to any Authorized User associated with him/her and understands that he/she is not relieved of any responsibility or obligation by the mere fact of such disassociation with Authorized User.
- D. Participant agrees to notify MARS immediately, in writing, should the Participant or Authorized User terminate their relationship or should the Authorized User's license be transferred.
- E. Participant agrees to take all responsible means to obtain Authorized User's Smart Card or cause Authorized User to return Smart Card to MARS. The Participant will continue to be charged a service fee for the disassociated subscriber until the next billing cycle after the card is returned. If an Authorized User does not return the Smart Card, Participant agrees to furnish MARS with copies of written correspondence of all attempts made to obtain said Smart Card.
- F. Participant agrees that he/she is jointly and severally liable, together with the Authorized User, for all duties, responsibilities and undertakings of the Authorized User under this Agreement and understands that failure to follow the provisions of the SentiLock Smart Card User Agreement may result in the loss of MARS Smart Card privileges and, further, could cause MARS to recall all Smart Cards issued to the Participant and the Participant's Authorized Users.

**15. PROPERTY OWNER/SELLER AUTHORIZATION:** The Authorized User and the Participant 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).

**16. FAILURE TO COMPLY:** Any failure of the Authorized User or the Participant 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 or Participant, to interrupt or terminate access to the System, including deactivation of the Smart Card, without any liability whatsoever to the Authorized User, the Participant or any third persons. Authorized User and Participant expressly waive any and all damages incurred or alleged to have been incurred as a consequence, direct or indirect, of such access termination by MARS.

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

**18. NO CONSEQUENTIAL DAMAGES: MARS shall not be liable to the Authorized User or the Participant 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 the Participant or from defects in any Smart Card or any SentriLock box.**

**19. 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.

**20. 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.

**21. ADDITIONAL CONDITIONS SET FORTH ON THE SECOND PAGE HEREOF ARE PART OF THIS AGREEMENT:**

This written contract expresses the entire agreement between Participants, Authorized Users and MARS with respect to the SentriLock Smart Card 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 Participant or 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 \_\_\_\_\_ Signature of Participant (Broker or authorized representative of Broker) \_\_\_\_\_

BY \_\_\_\_\_ of MARS DATED: \_\_\_\_\_

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

**NOTE: As used in this Agreement, the terms “Smart Card” and “PIN” shall mean and shall include the use of the SentriSmart app and the Mobile Access Code thereto to access a SentriLock lockbox. The use of the SentriSmart app and the Mobile Access Code to access a SentriLock lockbox is the equivalent to using your SmartCard and PIN to do the same. You are and agree to be responsible for the use of the SentriSmart app and Mobile Access Code sent to your SentriSmart device and the retrieval of said Mobile Access Code will be recorded as an access using your SmartCard and PIN. By your signature below, you agree not to share or disclose the Mobile Access Code to any other person under any circumstances, without exception.**

**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 MARS subject to their execution of a SentriLock Smart Card 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) 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 Smart Card 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 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 Smart Card 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 contractor codes which clearly states the owner understands that authorizing contractor codes allows unlimited (24 hour) access to the property by the non-member licensed contractor(s) or inspector(s).
- (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), 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**

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 Smart Card only for the purpose of gaining authorized entry into real property upon which a system key box has been installed.
- 3. Enter into real property from which a system key box 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 Smart Card Authorized User Agreement.
- 6. Pay all fees, charges, fines and recurring user fees as established from time to time by MARS when due.
- 7. Keep the Smart Card in Smart Card Holder's possession or in a safe place at all times and be accountable for the Smart Card at all times.
- 8. Not allow his/her personal identification number (PIN) to be attached to the Smart Card.
- 9. Not disclose his/her personal identification number (PIN) to any person.
- 10. Not loan the Smart Card to any person, for any purpose whatsoever, or to permit the Smart Card to be used for any purpose by any other person.

11. Not assign, transfer or pledge the Smart Card or the license and use of the Smart Card.
12. 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.
13. Immediately notify MARS by telephone or in writing within twenty-four (24) hours, of the loss or theft of a Smart Card and the circumstances surrounding such loss or theft.
14. Strictly adhere to the rules and regulations as may be adopted by MARS from time to time with respect to the Smart Card or any other aspect of the system.
15. Promptly submit the Smart Card to MARS for audit and/or inspection at a reasonable time at the MARS office upon request by MARS for such audit or inspection.
16. Not permit anyone other than the Smart Card Holder himself/herself to use the Smart Card or his/her PIN for any reason.
17. Attend an instructional meeting on the operation and use of the Smart Card as required by MARS from time to time.
18. Pay all fees, fines and charges in connection with the use of the Smart Card and the System, and to obtain the periodic revalidation Entry Code for his/her own Smart Card.
19. Comply with National Association of REALTORS® requirements (as from time to time amended) for the access and use of a Key Box System, including notification of each listing office or listing agent of the Smart Card Holder's intention to enter the property through the use of the KeyBox. 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 sell, lease or activate any Smart Card 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.
20. Obtain the written authorization from the Owner(s) of the property prior to the installation or use of the KeyBox on any property.
21. 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.
22. 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.
23. 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.
24. Not obtain, possess, use or otherwise share a Smart Card or Personal Identification Number (PIN) of another authorized subscriber or authorized user.

### **Section III** **Fines and Penalties**

An authorized subscriber or user of the lock Box 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 Lock Box 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 Lock Box 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.

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#### **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 KeyBox 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 Smart Card 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.

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Smart Card User's Signature (Acknowledging Receipt)

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Date