

**Lock Box/Supra Key Procedures for
Harlingen Board of Realtors and Brownsville/SPI Board of Realtors
Revised December 2008**

Showing Agent

Follow the “showing instructions” and/or “private remarks” listed in the MLS system. If there are no showing instructions available then you must do the following before showing a property:

HARLINGEN MLS MEMBERS ONLY: “USE SHOWING MANAGER”.

You must contact listing office or agent to get permission to use lockbox. Do not leave voice message, speak to someone in person.

HARLINGEN MLS MEMBERS ONLY: “FOLLOW SHOWING MANAGER INSTRUCTIONS”.

Before entering property, knock on the door and/or ring doorbell before entering.

Upon completion of your showing, turn off all lights and secure the property. Return key(s) to the lockbox.

General

Never loan your E-key/Display key to anyone; this is a policy violation that will result in some form of disciplinary action from your primary and/or cooperating Board.

Lost, stolen, or damaged lockboxes need to be reported to the Police and your primary and cooperating Board offices. Members are advised to have the property re-keyed immediately.

If assisting another licensed agent to gain access to a property, remember that you as the key holder are liable when using your key. Make sure that you contact listing office or agent and inform them of what is happening.

