



# COOPERATING KEY

Date \_\_\_\_\_

**24 HOURS REQUIRED FOR PROCESSING**

**ADDING MONTEREY/MLSLISTINGS TO THE KEY:**

**ActiveKey** - have your Association/MLS **program** your key or we can do it

**eKey** - tap the Sync icon in the app

**DisplayKey** - sync twice on the cradle

**ExpressKey** – get update code from MCAR

**PLEASE PRINT CLEARLY**

My name is \_\_\_\_\_ BRE# \_\_\_\_\_

My office Name is \_\_\_\_\_

Office Address is \_\_\_\_\_

City/State/Zip \_\_\_\_\_

My email is \_\_\_\_\_

Phone is \_\_\_\_\_ Fax is \_\_\_\_\_

My Key number is \_\_\_\_\_ Pin Code is \_\_\_\_\_

I got my key from \_\_\_\_\_ Association/MLS

**Co-operating key fees:** (COOPI) **\$30 initial**  
(COOPK) **\$75 dues** (July to June) (proration \$6.25 a month)

**Please put the co-operating key fees on my credit card. Fax completed form to 831-393-8669.**

\_\_\_\_\_ Exp Date: \_\_\_\_\_  
Card Number **(Visa or MasterCard only)**

I agree to abide by MLSListings, Inc. and Supra rules and regulations and other rules and procedures regarding lockbox key use. I understand that I can not loan my key to anyone and further understand if reported I will be responsible for liquidated damages totaling up to \$2,000.00.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**IMPORTANT**  
If your key is deactivated by your primary MLS/AOR then your access to our area will be deactivated as well.  
  
In the event you don't pay the key renewal fee within 10 days of your renewal date your access to our area will be deactivated.

**MCAR Use only:**  
Member Number \_\_\_\_\_  
Office Number \_\_\_\_\_  
Office Broker Code \_\_\_\_\_