



Great Falls Association of REALTORS® Participant SentiKey® Lockbox Service Agreement

It is hereby agreed between the Great Falls Association of REALTORS® (GFAR) and the MLS Participant identified below:

1. Participant warrants that Participant is a Participant of the Montana Regional MLS, LLC (MRMLS) and a licensed real estate broker or appraiser in the State of Montana.
2. Participant warrants that all agents/appraisers (Authorized Users) in Participant’s firm possess a real estate or appraiser license and are in fact associated with or supervised by Participant.
3. Participant agrees to abide by and enforce the terms of the Lockbox Authorized User Agreement with respect to any Authorized User associated with Participant and understands that they are not relieved of any responsibility or obligation by the mere fact of such disassociation with Authorized User.
4. Participant agrees to notify GFAR immediately, in writing, should the Participant or Authorized User affiliated with Participant terminate their relationship or should the Authorized User’s license be transferred, surrendered, revoked or suspended.
5. GFAR will invoice the Participant for lockbox services annually for each Authorized User in Participant’s firm, in accordance with GFAR’s billing policy. Participants will be assessed a user service fee for every Authorized User’s use of the lockbox system in an amount subject to change annually, as determined by the GFAR Board of Directors. If Participant fails to pay the user service fees by the due date, GFAR may assess a late penalty and/or re-activation fee, and de-activate all Authorized User’s service who are associated with the Participant until the fees and late penalty are paid in full.
 - a. Participants will be invoiced for new Authorized Users who were not included in the annual billing upon the start of the new Authorized Users request for service. Amounts are prorated to the month service begins.
 - b. Authorized Users who cancel service after a billing cycle, will only be refunded for the full month(s) of service not used. There is no pro-ration for days of service used or unused. The Participant receives the refunded amount and is responsible to refund the Authorized User if applicable.
 - c. Payments are not accepted from Authorized Users per the billing policy.
 - d. Payment terms are net 10 days. Valid payment options are cash, check credit card.
 - e. The GFAR CEO reserves the right to assess late and re-activation fees and approves all refunds of service fees.
6. Participant agrees that they are jointly and severally liable, together with the Authorized User, for all duties, responsibilities and undertakings of the Authorized User under the Lockbox Authorized User Agreement. Failure to follow the provisions of that Agreement may result in loss of service, privileges and further, could cause GFAR to terminate or suspend access to the Participant and all Authorized Users affiliated with Participant.
7. Participant agrees lockboxes are the property of GFAR and are issued to Authorized Users of Participant’s firm as a service of GFAR and not MRMLS.
8. Participant agrees if Authorized Users access a lockbox in an MLS or association offering reciprocity, Authorized Users agree to abide by the applicable lockbox rules and policies of such association and are subject to discipline therein. (GFAR has reciprocal agreements with NMAR, MOR, HAR, RMAR – owners of the MRMLS)
9. Participant and their Authorized Users are responsible to know and understand the GFAR Lockbox Rules and Regulations and Service Agreements.

Participant Signature

Date

Office/Firm Name