



FOR TMLS STAFF USE ONLY

Admin Member # _____

Office # _____

PARTICIPANT REQUEST TO PROVIDE UNLICENSED ADMINISTRATIVE ASSISTANT SENTRILOCK KEY CARD (SENTRICARD®)

PARTICIPANT (BIC) NAME _____ MLS ID _____

PREFERRED PHONE # _____ EMAIL _____

OFFICE NAME _____ OFFICE ID _____

OFFICE ADDRESS _____

CITY COUNTY STATE ZIP

REQUIREMENTS

The office Participant (BIC) must request the assignment of an Administrative Assistant SentriCard® by completing this form.

The unlicensed Administrative Assistant must be a TMLS subscriber in good standing.

Eligible unlicensed Administrative Assistants will be assigned their own personal unique SentriCard® by TMLS.

Administrative Assistants may not share a SentriCard® or the SentriSmart™ App.

The SentriCard® is property of the unlicensed Administrative Assistant and it will be their responsibility to pay the replacement fee.

The applying unlicensed Administrative Assistant must sign the Triangle MLS, Inc. SentriCard® Cardholder Agreement.

Receiving a SentriCard® does not grant the unlicensed Administrative Assistant access to CSS or the MLS system and will not work on unauthorized SentriLock lockboxes.

The unlicensed Administrative Assistant may not purchase/own a SentriLock lockbox.

UNLICENSED ADMINISTRATIVE ASSISTANT INFORMATION

NAME _____ MLS ID _____

PREFERRED PHONE # _____ EMAIL _____

ADDITIONAL RULES

The unlicensed Administrative Assistants level of access will be based on the level requested on the Administrative Assistant Authorization Form.

Lockbox access will be set up by the agents in the office that add the unlicensed administrative assistant to their Agent Team at www.SentriLock.com. Each agent, or lockbox owner, that the assistant will be working with will need to add the assistant as a team member on their agent team.

It will be the responsibility of the unlicensed Administrative Assistant to inform each agent that they are working with that they need to add them as a team member under Agent Teams on www.SentriLock.com.

****If the Broker-In-Charge of the office has lockbox sharing is enabled, any Unlicensed Assistant in the office with a SentriCard® will have access to all of the lockboxes owned by the Broker-In-Charge.****

The following chart indicates the functions that will work under the three (Agent, Office or Firm) levels

<u>Card Permissions</u>	<u>Assistant (Agent Level)</u>	<u>Office Staff (Office & Firm Level)</u>
Open SentriLock box	Team member	Team member
Remove Shackle from box	Team member	Team member
Attach lockbox to property	Team member	Team member
View access Logs	Team member	All Office Lockboxes
Request a One Day Code	--- ONLY the listing agent is permitted to do this ---	

I have read, understand and agree to all the requirements and terms of this program.

Participant/BIC

Unlicensed Administrative Assistant

Name - Printed

Name - Printed

Signature

Signature

Date

Date