

**ADDITIONAL SENTRILOCK BOXES REQUEST FORM
(Brokers Only!)**

- I request additional *SentriLock* boxes to supplement the additional active and pended listings now held by my company.
- I understand that additional boxes will be programmed using the allocation formula* noted in the lease agreement I signed with the Realtors® Association of Northwestern Wisconsin and the Northwestern Wisconsin Multiple Listing Service.
- I further understand that the RANWW or NW WI MLS may refuse to issue me additional *SentriLock* boxes should my current active and pended inventory be less than the above allocation formula allows.

**Allocation formula: One lockbox for each 1-4 family units, active and pended listings, plus the number of agents leasing SentriCards associated with participant's company.*

Date of Request ____/____/ **20** ____

Office Name _____
(please print)

Broker Name _____
(please print)

Broker Signature _____

NOTE: Fax (715.835.4621) or email (staff@ranww.org) this form. Your request will be processed and if current listing inventory warrants the issue of additional boxes, your office will be notified. Boxes may only be picked up by the broker, or by some designated by the broker in advance.

**RANWW
Use Only:**

Date _____	_____
# of Active & Pended Residential listings:	_____
# of Active & Pended Multi-Family listings:	_____
<i>(attach MLS listing inventory for each class)</i>	
# of agents (include broker):	_____
Current lockbox inventory:	_____
# of additional boxes to be issued:	_____
Total boxes now assigned:	_____
Staff initials: _____	

SENTRILOCK EQUIPMENT ORDER FORM

Cardreaders and/or **RADs** (*Remote Access Devices*) may be ordered directly from RANWW.

1. Complete the order form below
2. include full payment
3. mail to RANWW, 1903 Keith St, Eau Claire, WI 54701

I understand that my order may be held by RANWW before submission to SentriLock until minimum ordering requirements are met to reduce shipping costs.

<u>Item</u>	<u>Item</u>	<u>Cost</u>
_____	Cardreader	\$20.00
	<i>Shipping/handling</i>	5.00
	<i>Sales tax</i>	<u>1.10</u>
	Total Due	\$26.10

_____	RADs (Remote Access Device)	\$99.00
	<i>Shipping/handling</i>	5.00
	<i>Sales tax</i>	5.45
	<i>Annual access fee (required)</i>	<u>18.00</u>
	Total Due	\$127.45

Date of Request ____/____/ **20** ____

Name _____
(please print)

Signature _____

Your order will be processed as quickly as possible. You will be informed if there will be an extended delay in placing your order with SentriLock. You will be notified when the equipment has arrived and is available for pickup.

**RANWW
Use Only:**

Date Order Rec'd:	_____
Date Order placed w/SentriLock:	_____
Date Equipment Rec'd:	_____
Date Member Notified to pick-up:	_____
Date Equipment Shipped (if applicable):	_____
Staff initials: _____	