

# LOCKBOX EXCHANGE 2015 AUTHORIZED PARTY FORM



This form is used to designate an Authorized Party to exchange blue IR lockboxes registered to you on your behalf. ActiveKEY or eKEY replacement cannot be completed on your behalf as you must visit an exchange center in person.

Lockboxes picked up by an authorized party will be supplied with lockboxes with the shackles closed.

## Authorized Party to Pick-Up:

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Name of person exchanging on your behalf  
*(must bring valid government issued ID)*

## Subscriber (Lockbox Owner) Information:

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Subscriber Name (please print)

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Agent ID

## Lockbox Information:

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# of Lockboxes

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Shackle code (4 digits)

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CBS Code (7 digits)

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Signature

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Contact Phone

Please bring this form to the designated SUPRA exchange location. Locations and exchange times can be found at [ARMLS.com/Exchange](http://ARMLS.com/Exchange)

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**This exchange will only be facilitated through the designated SUPRA exchange sites.**

**The ARMLS Support Centers will not exchange lockboxes.**