



Beaumont Board of REALTORS®, Inc.
 1395 N. 11th St
 Beaumont, TX 77702
 409.892.9761 p
 409.899.2826 f



Lockbox Request/Transfer Form

(available on MLS Docs in Paragon; updated 3/4/15)

***TO BETTER SERVE YOU, PLEASE COMPLETE THIS FORM AND EMAIL/FAX TO THE BOARD IN ADVANCE SO WE CAN PROCESS THE REQUEST AND HAVE YOUR BOX READY FOR YOU TO PICK UP. IF YOU CHOOSE TO EMAIL THIS FORM, WE WILL CONFIRM WE RECEIVED IT WITH AN "APPROVED" FORM REPLY.**

***PRIMARY LISTING AGENTS ARE ELIGIBLE FOR LOCK BOXES EQUAL TO THE AMOUNT OF RESIDENTIAL OR COMMERCIAL or RENTAL / ACTIVE AND PENDING LISTINGS IN PARAGON**

TRANSFERRING LOCKBOX

If the assigned Primary Listing Agent is transferring a Lock Box to another Primary Listing Agent, please complete this section and fax to the Board Office. (899-2826)

Transferring Agent : _____ Phone#: _____
 Company Name: _____ Key Serial #: _____

LOCKBOX SERIAL NUMBER	SHACKLE	CBS	NAME OF RECEIVING AGENT
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

X _____ X _____
Signature of Transferring Agent (REQUIRED) **Signature of Receiving Agent (REQUIRED)**
 Date: _____ Date: _____

REQUEST NEW LOCK BOX FOR NEW LISTING

If the Primary agent will be listing a new property that will need a lock box, complete this section and fax to the Board Office (899-2826) with the new address and how the lock box will be received. Primary Agent is allowed to request a lock box with address before agent goes on listing presentation to avoid making two trips to the property.

Primary Listing Agent: _____ Requested Shackle#: _____

NEW ADDRESS (ES)

1. _____	Address in Paragon?: <input type="checkbox"/> Yes <input type="checkbox"/> No
2. _____	Address in Paragon?: <input type="checkbox"/> Yes <input type="checkbox"/> No
3. _____	Address in Paragon?: <input type="checkbox"/> Yes <input type="checkbox"/> No
4. _____	Address in Paragon?: <input type="checkbox"/> Yes <input type="checkbox"/> No
5. _____	Address in Paragon?: <input type="checkbox"/> Yes <input type="checkbox"/> No

X _____
Signature of Primary Listing Agent (REQUIRED) Date

AGENT WILL PICK UP Date picked up: _____ Initial: _____
 COMPANY RUNNER WILL PICK UP Date picked up: _____ Initial: _____