

Some friendly reminders regarding the upcoming Supra lockbox exchange:

1. If bringing in lockboxes for someone else, you need to come in the alphabetical order as assigned by Supra, **NOT BY YOUR** last name. If you are bringing in boxes for five people, you need to come in the alphabetical order of **THEIR** last name, per schedule.
2. If you have loaned boxes assigned to you to another REALTOR, **YOU** (or your designee) are responsible for bringing in those boxes at **YOUR** assigned time. If you do not return the boxes assigned to **YOU**, EABOR staff will review the list of returned boxes **AFTER** the conversion has been completed to see if anyone else may have returned it. If not, you will be invoiced for the actual cost of those missing lockboxes.
3. If you are part of a team, or have allowed other people to use lockboxes assigned to you, you are the individual they are assigned to, and responsible for the return.
4. Any individual (not team, not office, but individual) with ten (10) lockboxes or more is allowed to come in Monday between 9:30 – 10:30 AM, or at your assigned time, to pick up boxes prior to returning the old lockboxes. The old lockboxes need to be returned by 2:00 PM on Tuesday in order to be packed and shipped.
5. Anyone not returning their lockboxes during the two day exchange, and doing so **AFTER** the conversion, will incur a fee of \$20 per lockbox.