



# LOCKBOX RENTAL

Agent Name: \_\_\_\_\_

Listing Address: \_\_\_\_\_

Check out Date: \_\_\_\_\_

Listing Date: \_\_\_\_\_

Listing Expiration Date: \_\_\_\_\_

Lockbox Serial #: \_\_\_\_\_

**Lockbox Rental Policy:**

- 1. Lockboxes may only be rented by agents enrolled in the Premium Plan.
- 2. While lockboxes are checked out, they are your responsibility. Lockboxes that are returned damaged will need to be fixed or replaced at your expense.
- 3. Check out date and listing date cannot be more than 7 days apart.
- 4. Return lockboxes no later than 3 days after closing.
- 5. Form must be signed and submitted to [Support@herronrealestatellc.com](mailto:Support@herronrealestatellc.com) with "Lockbox Rental" in the subject line.

Pick Up Location:  Park Office  Mandarin Office

Agent Signature (checkout): \_\_\_\_\_ Date: \_\_\_\_\_

Agent Signature (return): \_\_\_\_\_ Date: \_\_\_\_\_

HRE Signature (return): \_\_\_\_\_ Date: \_\_\_\_\_