

eKey UPGRADE/DOWNGRADE/CANCEL

— FOB Exchange

STAFF USE ONLY:

Location: _____

Date processed in SupraNET: _____

Staff name: _____

Must be completed by staff person

Member Name: _____ Member# or License#: _____

FIRM Name: _____ Firm#: _____

Cancel eKey Services: Keyholder may be due a refund prepaid fees provided member is in good standing*

eKey Serial # _____

Software license is inactivated upon Cancellation

FOB is DEFECTIVE: Replacement issued under warranty if returned within one year from initial purchase.

FOB is Lost/Stolen/Damaged: replacement FOBS that are lost, stolen, or damaged must be purchased at the then current price.

Change Service Level:

Upgrade

Downgrade

Current Service

New Service

dKey - Returned serial# _____

dKey—Enter Serial # _____

Returned Cradle# _____

Enter Cradle# _____

eKey basic - Enter Serial # _____

eKey Basic—Enter Serial _____

Already Has FOB Purchasing FOB

Pin #: _____

FOB's are not required for eKey Service but strongly suggested. Separate payment is required.

Upgrading service level requires payment of prorated annual fee for that service level less credit for prepaid fees at current service level with no additional deposit or setup fee. Next annual billing will be at upgraded service rate. Keycard user fees run from July 01 - June 30. eKey professional users must prepay annual differential and complete an auto debit agreement for monthly fees beginning on next annual service year.

Upgrade service amount due: _____

Downgrading service from eKey Pro requires payment of prorated annual fee for the new service level (using next month's proration, as the current month is prepaid with no credit due).

TOTAL AMOUNT DUE AT SIGNING: _____

Paid by: Check # _____ Cash Visa MC Discover AMEX

Credit Card # _____ Exp Date: _____ Billing Zip Code: _____

Note: _____

Member Signature : _____ Date: _____

Keyholder Address for refund (if applicable): _____

Accounting Use Only:

Change Bill Type to: _____

Amount of Refund: _____

Processed by: _____

Date: _____

Refund Approved

Process by: _____

Amount of Refund: _____

Date: _____

GL Code: _____

Vendor Code: _____

***All refunds are subject to verification by accounting. Allow 4-6 weeks for delivery.**

**Amendment to dKey Sub-Lease Agreement
eKEY SUB-LICENSE AGREEMENT**

STAFF USE ONLY:
 Location: _____
 Date processed in SupraNET: _____
 Staff name: _____
MUST BE COMPLETED BY STAFF PERSON

Member name: _____

Member#/License#: _____

FIRM name: _____

Firm#: _____

By signature hereof, Keyholder agrees to the additional terms of the eKey SubLicense agreement. Execution of this amendment requires return of the dkey, cradle and any other equipment included in the original agreement. All other terms of original keyholder agreement by and between **Keyholder and MetroTex Key Services, Inc.** remain in effect until terminated under the terms included in the agreement.

1. LICENSE AGREEMENT

- a. Organization hereby grants to Keyholder (i) a limited non-exclusive, non-transferable sub-license to use the network, the use of which Organization licenses from Supra Systems, a UTCFS Company. ("SUPRA") (the "Network") for the Term (as defined in Section 1(b) below) and (ii) a limited, non-exclusive, nontransferable sub-license to use the software Organization licenses from SUPRA (the "Software") for the Term. The Network and Software are collectively referred to herein as the "Service." The Service is more fully described in the User's Guide's published by SUPRA, which will be provided to Keyholder and is incorporated herein by reference. The Software, when loaded onto certain personal digital assistants ("PDA") operates as an electronic key ("eKEY") to open certain keyboxes.
- b. Keyholder acknowledges and agrees that she or he must comply with the Rules and Regulations relating to the use of the Service which are set forth in the User's Guide and the Rules and Regulations of Organization and/or its MLS system. By executing this License, Keyholder acknowledges that it is necessary to maintain the security of the eKEY and the personal identification number necessary to operate the eKEY to prevent the use of the eKEY by unauthorized persons. Keyholder further acknowledges that neither the Service, nor any other SUPRA product used in connection with the Service (including the Software), is a security system. The Service is a marketing convenience key-control system, and as such, any loss of eKEY or disclosure of personal identification numbers compromises the integrity of the Service, and Keyholder agrees to use her or his best efforts to ensure the confidentiality and integrity of all components of the Service. Failure to comply with the Rules and Regulations relating to the use of the Service may result in fines and/or other disciplinary action including suspension/termination of the Service.

2. TITLE AND USE Keyholder hereby acknowledges and agrees that the Service, including all its components, and the Software, are and shall at all times remain the property of SUPRA. If Keyholder has purchased an eSYNC Cradle or eSYNC Modem from SUPRA for use with the eKEY, title to such eSYNC Cradle or eSYNC Modem shall be held by Keyholder, but the Software incorporated into the eSYNC Cradle or eSYNC Modem shall at all times remain the property of SUPRA. All additions and upgrades to the Software shall become part of the Software and shall, without further act, become the property of SUPRA. The Software and all applicable rights in patents, copyrights, trade secrets, and trademarks (including those associated with any purchased eSYNC Cradle or eSYNC Modem), are and shall at all times remain the property of SUPRA.

3. RETURN OF SOFTWARE

At the expiration of the Term, Keyholder, at Keyholder's expense and risk, shall immediately return or cause the return to Organization to such location as Organization shall specify, all of the Software with any components included within the Service that have been licensed to Keyholder pursuant to this License or the original agreement, not including any eSYNC Cradle or eSYNC Modem purchased by Keyholder.

4. PAYMENTS

- a. **DURING THE TERM OF THIS LEASE, KEYHOLDER SHALL PAY TO ORGANIZATION A FEE FOR THE LEASE AND USE OF THE EQUIPMENT, PLUS APPLICABLE TAX (THE "SYSTEM FEE"). THE SYSTEM FEE SHALL BE DETERMINED BY THE ORGANIZATION AND SHALL BE DUE ANNUALLY, IN ADVANCE.**
- b. Upon execution of this Lease, Keyholder shall pay prorated fees for the current billing year, annual fee for the next year if annual bills have already been invoiced.
- c. Keyholder agrees to pay to Organization a late fee (as determined by the organization) for any System Fee that is not received by Organization by the date such payment is due. Keyholder also agrees to pay to Organization a fee of \$30.00 for any Keyholder check that is returned unpaid or for insufficient funds.

ekey serial #: _____ Level of Service: Ekey Basic

FOB 3 Purchased*

Already has FOB/Adapter –separate purchase not necessary

* Strongly suggested but not required purchase, FOB 3 not subject to warranty

Keyholder Signature

Date