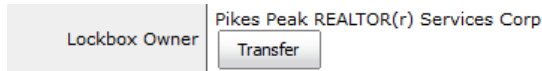


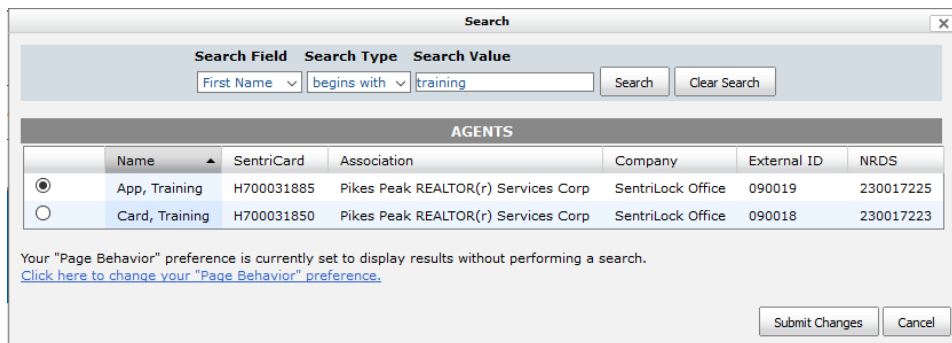
## Transfer SentriLock Lockboxes between REALTORS

### Current Owner of lockbox

- Log into LB.SentriLock.com
- Click on “My Lockboxes”
- Click on the serial number of the lockbox to be transferred
- Click “Transfer” next to next to the Lockbox Owner



- Use Option 2 to “Select” the new owner (you will need to search by name, click the bubble to the left, and Submit Changes at the bottom)



AGENTS						
	Name	SentriCard	Association	Company	External ID	NRDS
<input checked="" type="radio"/>	App, Training	H700031885	Pikes Peak REALTOR(r) Services Corp	SentriLock Office	090019	230017225
<input type="radio"/>	Card, Training	H700031850	Pikes Peak REALTOR(r) Services Corp	SentriLock Office	090018	230017223

Your "Page Behavior" preference is currently set to display results without performing a search.  
[Click here to change your "Page Behavior" preference.](#)

Submit Changes Cancel

- Click “Submit Transfer Request”

### (Repeat for each box to be transferred)

### New Owner (after Current Owner has completed the steps above):

#### If using the APP

- Open key compartment on the lockbox (this action will communicate the ownership change to the lockbox)
- Release the shackle on the lockbox
- If shackle releases, the lockbox transfer is complete. If shackle does not release contact RSC at 719-635-5040.

#### If using the SentriCard

- Renew your SentriCard in the card reader (this must be done AFTER the current owner has submitted the transfer on the SentriLock website)
- Insert SentriCard into the lockbox
- Wait for series of beeps

(repeat for each lockbox to be transferred)

- Renew your SentriCard in the card reader to complete the process
- Release the shackle on the lockbox
- If shackle releases, the lockbox transfer is complete. If shackle does not release contact RSC at 719-635-5040.