



## **SentriGuard Lockbox® Conversion IMPORTANT DATES:**

- Monday, August 1
    - Brokerage lockbox inventory lists are due to the Association
    - All lockboxes will be registered to the broker. Brokers will have control over their inventory. If an agent leaves a brokerage, the brokerage will have the responsibility of collect the lockboxes for their inventory.
  - Thursday, August 25
    - Agents and brokers can start returning SUPRA lockboxes to the Association. (See Trade-In Credit information below)
  - Monday, September 12
    - Welcome email sent to activate account with links for training sign up. Members will use the link in this email to create their login credentials.
- IMPORTANT: ALL Brokers receiving new SentriGuard lockboxes must activate their account by Friday, September 23.**
- SentriGuard lockboxes cannot be preprogrammed into broker's name and shipped until activation is complete. Late activation of a broker's account will result in not having lockbox inventory available on October 3.

- Monday, September 26
  - Lockboxes will ship (shipping directly to broker offices) the week of September 26 in time to arrive on or before Monday, October 3.
  - All remaining spare lockboxes (not preprogrammed to brokers) will ship to the Association office. Brokers and agents can borrow lockboxes at no cost, all lockboxes will be in the broker's name and will be the responsibility of the broker. Lost and unaccounted lockbox inventory will be charged to the broker.
- Monday, October 3
  - Lockbox conversion will occur the week of October 3.
- Monday, October 17
  - All SUPRA boxes must be off properties
- Monday, October 31
  - SUPRA boxes will no longer be accepted at the Association. Brokers will be able to return SUPRA boxes for recycling via FedEx through a three step FedEx return process by printing and labeling boxes.

### **Trade-in credit**

- Must fill out trade-in credit request form at the Association
- Returned boxes must have been on the pre approved list, assigned to agent
- Must bring in list with box serial numbers and boxes
- Trade in credit will be issued after January 1, 2023
- Receipts will not be offered at time of return.

Old boxes and boxes not in GLAR system can be returned for recycling but are not eligible for trade-in credit and will not be replaced by a SentiGuard box.

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