

PROCESS FOR NON-LSTAR REALTORS® SUPRA EKEY LOCKBOX ACCESS

A fully completed application is required, please call the London and St. Thomas Association of REALTORS® (LSTAR) at **519-641-1400** or email **mls@lstar.ca**

The application is also posted online, visit www.lstar.ca and select "Request Supra Key Access"



HOURS

Mon-Thurs

8:30am-4:30pm

Friday

8:30am-6:00pm

Saturday

10:00am-2:00pm

THE FOLLOWING WILL BE REQUIRED:

- Government Issued Photo ID
- Full Name as it appears on RECO
- RECO Registration number
- Subscriber Signature
- Payment
- Supra eKey app downloaded
- Fully completed application

Once LSTAR receives the fully completed document, it will be processed on the same business day within operating hours. Completed applications are processed in the order they are received.

We encourage the use of Supra Lockboxes among all our members. It's important to note that mechanical lockboxes are discouraged due to security considerations. We believe that professionalism dictates our choices, ensuring they are always in the best interest of our clients. Please remember that if the property meets the needs and specifications of your client, the type of lockbox should not influence your decision to show it.

To cover our costs for Supra access, LSTAR charges a reasonable fee, as we are billed accordingly by Supra. Thank you for your cooperation in maintaining high standards of security and service.