



## Personal Assistant Application Agreement

### *Fees:*

**\$10.00** Lockbox Service Fee

**\$75.00** SentriLock Activation Fee

**\$160.00** SentriLock Lease Fee (to be renewed each January directly with SentriLock)

### **Personal Assistant User Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### **Recruiting Agent/Realtor® Information**

Name of Brokerage: \_\_\_\_\_

Brokerage Address

of Recruiting Agent/Realtor®: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Main Phone #: \_\_\_\_\_

Name of Association: Northern Virginia Association of Realtors®

### **Credit Card Information**

Name as it appears on Credit Card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### **Principal Broker Signature**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

### **Recruiting Agent/Realtor® Signature**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

### **Personal Assistant Signature**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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