

**Elkhart County Board of REALTORS®
Multiple Listing Service of Elkhart County**

LOST KEY STATEMENT

_____ of _____
(Keyholder's Name) (Company name)

States as follows:

1. The Keyholder received the below listed product from Elkhart County Board of REALTORS:

2. The aforesaid Key has been lost or stolen and despite diligent search has not been recovered.
3. The Key has not been voluntarily transferred or given to any other party.
4. I have no knowledge of the whereabouts of the Key.
5. The Key was lost or stolen due to the following circumstances:

In the event KEYHOLDER ("HOLDER") loses assigned KEY PAD or fails to return KEYPAD per agreement, HOLDER agrees to pay \$150.00 non-refundable Lost/Stolen Key Fee, for each lost or unreturned KEYPAD and current replacement costs for a new key consisting of prorated keypad cost plus sales tax. A new Lease Agreement is required at time of new key issue.

If the lost/stolen key is found within 72 hours of the date of issuance (statement date) the keyholder must notify ECBOR immediately. The Lost/Stolen Key fee of \$150.00 and current replacement costs for a new key, consisting of prorated keypad cost plus sales tax, will be refunded upon return of the new key. If key is not returned to the office within 24 hours, a refund will not be issued. A \$50.00 processing fee will be retained. No other refunds will be issued.

Keyholder Signature

Agent ID number

Date

New Key # _____

Lost Key Fee (non-refundable)	\$150.00
New Key Cost	_____
Sales Tax	_____
TOTAL PAID	_____

Lost key fee	\$150.00
New key cost	_____
Sales tax	_____
-Processing fee	_____ -50.00
TOTAL REFUNDED:	_____