



JOSHUA TREE GATEWAY ASSOCIATION OF REALTORS®

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Member: National Association of REALTORS®/California Association of REALTORS®

RECIPROCAL KEY CODE REQUEST

Agent's Name: _____ NRDS #: _____

Address: _____

Agent Phone #: _____ MLS/Board Member MLS Only

Association Name: _____

Office: _____

Office Address: _____

Office Phone #: _____

Supra Serial Number: _____ PIN Code: _____

Authorization

Agent Signature: _____ Date: _____

*Association Signature: _____ Date: _____

With your request, please include a **letter of good standing** from your Primary Board/MLS and complete a **credit card authorization form** for the amount of \$75.00.

Important Information regarding reciprocal keys:

Once you receive confirmation, you must sync your ActiveKEY (using the USB cable that came with your key) with a computer with an active internet connection *twice* in order for your key to update and download the reciprocal code. If you do not have an ActiveKEY and instead use a DisplayKEY, you will need to bring your key into the JTGAR Office to receive the code programming or bring it into your primary association to have the code added once this form is sent to JTGAR.

*In lieu of a signature from your association, we will accept a letter of good standing.

