



SALT LAKE BOARD  
OF REALTORS®  
MEMBERSHIP  
DEPARTMENT

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## AFFILIATE KEY APPLICATION

**Instructions:**

1. Please download, fill, save and electronically submit this application to [Kris@slrealtors.com](mailto:Kris@slrealtors.com).
2. This document must be completed, signed, and submitted to the Salt Board of REALTORS® in order to be considered for access to the Supra key and lock box system. Access is conditioned on:
  - a. The contents of this application, b. Attendance of the Board's Code of Ethics class, c. Proof of liability insurance, and d. A criminal background check
3. Either include payment information above, or once submitted, you will receive an email with payment instructions.
4. When payment is confirmed, background check cleared, and you have attended a board Code of Ethics class, you will be eligible to get your key.

**Please Check Applicable Box**

BUSINESS TYPE:  Home Inspection  Other: \_\_\_\_\_

LEGAL NAME: \_\_\_\_\_ NRDS# \_\_\_\_\_  
*(If coming from another board)*

HOME ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

PHONE 1: \_\_\_\_\_  Home  Cell  Work  Other

PHONE 2: \_\_\_\_\_  Home  Cell  Work  Other

EMAIL ADDRESS: \_\_\_\_\_ GENDER: Male  Female

 \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

APPLICANT'S TITLE OR POSITION \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_

PRIMARY LANGUAGE SPOKEN  English  Spanish  Mandarin  Other: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

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## SECTION 1

For each section, check the appropriate statement as it applies to you and when applicable, enter the requested data on the line provided.

YES\* NO

1. Do you have knowledge of any complaint, investigation, or disciplinary action CURRENTLY ongoing or pending against you by a regulatory or licensing body?
2. Have you been convicted of, or pled guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
3. Have you resolved a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense through a plea in abeyance, diversion agreement, withheld judgment, or other method whereby a charge was held in suspense during a period of time in which you were on probation or were obligated to comply with conditions outlined by a court? A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.
4. Currently, are you aware of any investigation(s), indictments(s), or criminal charge(s) for any crime in any jurisdiction which are pending against you?
5. Have you been subject to court martial or discharged other than honorably from any branch of the armed services?
6. Have you been required to register as a sex offender?
7. Have you had a judgment entered against you in a civil court or in a bankruptcy court on the basis of fraud, misrepresentation, or deceit?
8. Have you been found in contempt of court?

\*If you have answered yes to any of the above questions, please provide a written explanation on a separate page attached to this application.

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## SECTION 2

For each section, check the appropriate box as it applies to you and when applicable, enter the requested data on the line provided.

I certify under penalty of perjury that:

I am a UNITED STATES CITIZEN with a: SOCIAL SECURITY NUMBER \_\_\_\_\_; OR

I am a QUALIFIED ALIEN under 8 U.S.C. 1641: I-94 NUMBER \_\_\_\_\_; OR

ALIEN NUMBER \_\_\_\_\_

*\*Provide a copy (both front and back) of I-94 or Alien number card\**

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## SECTION 3

For each section, check the appropriate box as it applies to you and when applicable, enter the requested data on the line provided.

I certify under penalty that I am legally present in the United States and that:

I have a valid DRIVER LICENSE, as follows: DRIVER LICENSE STATE OF ISSUE: \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_; OR

I have a valid STATE IDENTIFICATION CARD: IDENTIFICATION CARD STATE OF ISSUE: \_\_\_\_\_

IDENTIFICATION CARD NUMBER: \_\_\_\_\_

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## SECTION 4 PROOF OF INSURANCE

By signing this document I certify that I have a general liability insurance policy with a minimum of \$1,000,000 of coverage and workmen's compensation insurance in accordance with Utah law.

I have attached proof of the above mentioned insurance to this application.

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## SECTION 5 CERTIFICATION

I hereby certify that I have read and understood this document, and that the information I have provided is true and accurate. Additionally, I understand and agree that this Key lease is granted only for access to properties for which I have been contracted to provide services and for which I have permission to enter. Furthermore, I certify I am at least 18 years of age at the time of application and I have a minimum of a High School diploma or its equivalent.

APPLICANT NAME: \_\_\_\_\_  
*Please Type Your Name Here*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Please SIGN Your Name Here*

### \* PLEASE BE ADVISED\*

You must notify the Board within ten (10) days in the future if you are convicted of, or plead guilty or nolo contendere to a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. A traffic offense can be prosecuted as a felony, class A misdemeanor, class B misdemeanor, or comparable criminal offense. Where this is the case disclosure is required.

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## SECTION 6 BACKGROUND CHECK REQUIRED

In connection with my application to receive access or continued access to the Supra Key and lock box system, I hereby agree to obtain and furnish for review, the results of a background check from the security company required by the Board. Specifically, a report that provides details of a criminal history background check in order to ascertain any and all relevant information which may be pertinent to my approval to receive a Board Key.

If information received from the background check shows that I have failed to accurately disclose my criminal history or that I have a criminal record, I understand that any access to the Supra Key and Keybox system may be withheld or automatically revoked in accordance with Board policies.

### STEPS TO COMPLETE ONLINE BACKGROUND CHECK

1. Staff will email you a welcome with a link to complete your background check.
2. \$15 will be collected from Spectrum Security Group when you submit your form.

I do hereby release the Salt Lake Board of REALTORS®, their employees and Directors from any damages resulting from furnishing such information.

APPLICANT NAME: \_\_\_\_\_  
*Please Type Your Name Here*

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*Please SIGN Your Name Here*

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