



# MLS of Greater Cincinnati Electronic Keybox Transfer Form

400 E Business Way | Sharonville, OH 45241  
513-761-8833 | Support@CincyMLS.com

As the registered owner of the following Keybox(es), I request they be transferred to the individual below.  
The CincyMLS Staff will transfer the Keybox Ownership in the Sentrilock system.

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

\_\_\_\_\_  
Name of Transferring Owner (please print)

\_\_\_\_\_  
Agent ID

\_\_\_\_\_  
Office/Firm Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature (original owner or Manager/Broker)

\_\_\_\_\_  
Date

The original keybox owner cannot be located for the reasons (s) selected below:

- Retired     Moved     Deceased     Other \_\_\_\_\_

Provide as much information above as possible.

Due diligence will be performed to determine if the keyboxes meet the requirements for transfer.

As the new owner of the listed keyboxes, I assume all rights and obligations for the keyboxes.

\_\_\_\_\_  
Name of Receiving Owner (please print)

\_\_\_\_\_  
Agent ID

\_\_\_\_\_  
Office/Firm Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit the completed form to [support@cincymls.com](mailto:support@cincymls.com) for processing.