



Scottsdale Shadows

Realtor Lockbox Governing Policies and Procedures

Effective November 1, 2023

1. Only Realtors with a valid Listing Agreement for a unit in Scottsdale Shadows are authorized to put a lockbox in the Scottsdale Shadows lockbox cabinet.
2. Realtors shall register each lockbox with the RCI Office. A copy of the listing agreement shall be presented upon registration for a lockbox.
3. Realtors shall properly identify their lockbox on the lockbox itself, or it will be cut off and disposed of.
4. A refundable deposit of \$100 per lockbox, payable to RCI, will be required for Realtors to use the lockbox cabinet.
5. Lockbox shall be removed within 5 business days after there is no longer a valid Listing Agreement or the closing of the sale of the unit, whichever comes first.
6. Deposit will be refunded upon removal of the lockbox if all procedures were followed.
7. If a lockbox remains after it should have been removed, the deposit becomes non-refundable, and management will cut off the lockbox and dispose of it.

Please note: Scottsdale Shadows has an operated Gate House that runs 24 hours a day, 7 days a week. However, the gate personnel are not security guards. It would be a false statement for Realtors to inform anyone otherwise.

RCI Management