



CAAR Supra Key Service Level Change/Cancellation Form

Fax: 434.817.2398 or Email: tiffany@caar.com

SECTION I: Supra Key Service Level Change

To avoid paying next quarterly service fee, please submit this form prior to the next quarterly billing cycle. Billing dates are as follows for **2018**: *December 1 – March 1– June 1– September 2.*

Name: _____ CAAR Member #: [CAAR use] _____

Firm: _____ Date of Request: _____

Service Level Change Request:

___ I wish to **upgrade** service to eKey on my smartphone.

___ I wish to **change** my service level to DKey

___ Please **cancel** my Supra Key service. Effective Date to Cancel: _____

Agent Signature: _____

SECTION II: Display Key ONLY Cancellation Request

___ I wish to **cancel** my Supra Display key service provided through CAAR. I hereby acknowledge that I have returned any leased equipment to CAAR and understand the following:

The Supra Key serial number assigned to me will be removed. The eKey app on any smartphone will no longer update or Display key will no longer sync on cradle to open iBoxes once removed. All equipment must be returned to receive refund of deposit.

The Display deposit amount due to me is determined by item #8 of the Lockbox Key Lease Agreement and further by item #12 which states, "If there are unpaid fines, assessments, or other amounts due the ISSUER at such time, the ISSUER may apply the KEY deposit or such portion of it as is necessary, against said amount due." The deposit shall otherwise be returned to me via the US mail to the address below within four weeks from today's date. In the event, I have not complied with item #8 of the Lockbox Key Lease Agreement, I understand that I have forfeited my key deposit to CAAR.

DEPOSIT RETURN ADDRESS:

GL CODE: 24100

Address _____

City: _____ State: _____ Zip: _____

Amount of Dkey Deposit Due: [CAAR use]: \$ _____ **Display Key Damaged, Deposit Forfeit:** [CAAR use] \$ _____ to forfeit

CAAR Staff Signature: _____ **Date:** _____

Signature of Keyholder: _____ **Date:** _____