

**ST. AUGUSTINE & ST. JOHNS COUNTY  
MULTIPLE LISTING SERVICE, INC**

1789 Lakeside Ave  
St. Augustine FL 32084  
Tel: 904.829.8738  
Fax: 904.823.9512

**\*ATTENTION BROKERS & OFFICE ADMINS\***  
**2018 LOCKBOX AUDIT**

The lockbox audit begins Tuesday, May 22, 2018  
The lockbox Audit ends Friday, June 1, 2018

Using the space's below write ONLY the Lockbox SN# assigned to your office.

**IF YOU DO NOT HAVE ANY BOXES, PLEASE JUST WRITE "NONE"**

**All boxes not accounted for by Friday, June 1, 2018 will be billed to  
the broker at \$100 per box & a \$75 administration fee.**

Please direct any questions to Lisa Tomlinson by calling 904-829-8738.  
Send this completed form by email to [education@stjohnsrealtors.org](mailto:education@stjohnsrealtors.org)  
or fax to 904-823-9512

**THANK YOU FOR YOUR PROMPT RESPONSE**

Office Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
**Broker Name (Print)**

\_\_\_\_\_  
**Office Name (Print)**

\_\_\_\_\_  
**Broker's Signature**

\_\_\_\_\_  
**Date\***

\*The Association reserves the right to adjust the Lock Box replacement charge in  
accordance with cost adjustments by the supplier.

5/21/18

OFFICE \_\_\_\_\_

**LOCKBOX SN# ONLY**

**LOCKBOX SN# ONLY**[illegible]