

Cooperative Key Use and BAREIS MLS® Service Centers

BAREIS MLS® members and BAREIS MLS® Co-Op key holders from reciprocal MLS organizations can use their lockbox key in Sonoma, Marin, Napa, Solano & Mendocino counties.

If you belong to one of the following MLSs and would like your lockbox key to work in the BAREIS MLS® areas, bring your lockbox key and a letter of good standing to a BAREIS MLS® service center listed below and pay the coop key fees. Please call in advance to confirm times the co-op service is available for walk in traffic.

- ♦ MetroList ♦ San Francisco ♦ MLS Listings ♦ East Bay ♦ Sutter / Yuba

BAREISMLS®ServiceCenters

- BAREIS MLS® - 153 StonyCircle Suite 200,SantaRosa, Ca 95401í í í í í í (707)575-8000
- BAREIS MLS® Mendocino -367 North State Street#107, Ukiah, Ca 95482 í í í í í í í ..í í í (707)462-3878
- BAREIS MLS® Marin -55 Mitchell Blvd. Ste 9,San Rafael, Ca 94903í í í í í í í í í í ...í (415)472-1778
- NorthBayAssociation of REALTORSNapa-625 Imperial Way, Suite 2,NapaCa 94558 í í ..í í .. (707)255-1040
- NorthernSolanoAssociation of REALTORS -3690 Hilborn Rd,Fairfield, Ca 94533 í í í ...í ..í ... (707)422-5306
- SouthernSolanoAssociation of REALTORS - 1302 SpringsRd, Vallejo, Ca 94591 í í í í ..í í .í (707) 644-5525

MetroList's Procedure for Reciprocal Key Service

COKY Key Service Procedure Summary:

- Complete the MetroList Reciprocal Key Application
- Complete the KeyBox System Use and Sublease Agreement
- **Note:** Their key serial number must be written on the agreement (paragraph two, under non-organization key), along with the pin number.
- Verify that the Keyholder is an active member of a Reciprocal Alliance MLS through Prospector or directly in the Reciprocal MLS System using the SSO feature (Write their Reciprocal MLS ID in the upper right corner of the Reciprocal Application)
- Obtain a copy of their driver's license *or* valid photo ID
- Verify their Subscriber's California Department of Real Estate Licenses (DRE License) or California Office of Real Estate Appraisers (OREA License) for Agent/Appraiser Status, Office Information, and good standing with licensing agency
- Print DRE (or OREA) license information
- Verify the Member Record does not already exist in MAGIC or obtain the Member # of the previous inactive account
- Create the Member Record in MAGIC (Use Reciprocal Office Record # / Billing Cycle 10) or update and activate existing inactive account
- Setup the Key Assoc record Only (Use 'COKY' as the Bill Type)
- Add an Alert to indicate the co-op information
- Collect all applicable fees and create an invoice for Key Lease Start-up fee & quarterly dues
- Assign the Co-op Key to the Keyholder in SupraNET
- Update the Key using the Programming Base/USB Cable *or* manually eSync the eKey twice (If this step is not done, the key should automatically sync when Supra conducts their update) *or* have the member enter an update code which you can provide them
- Have the Participant/Subscriber test the Key on Office LockBox
- Initial, date and file paperwork

PAPERWORK:

- ✓ Reciprocal Key Application
- ✓ Clear and Legible Copy of Drivers License (or other form of photo ID)
- ✓ KeyBox System Use and Sublease Agreement

Association Administrative Centers:

El Dorado Association of Realtors®

4096 Mother Lode Drive, Shingle Springs, CA 95682

Phone (530) 676-0161 Fax (530) 676-0180

Name	Position	Email
Phyllis Bartosh	Executive Vice President	pbartosh@edcar.org
Barbara Terrill	Membership Coordinator	membership@edcar.org
Mary Faure	Bookkeeper	mfaure@edcar.org
Mary Thompson	Office Assistant & MetroList Billing (Input)	mthompson@edcar.org
Devin Woodard	Store Manager	dwoodard@edcar.org
Holly Hegseth	Professional Standards, Webmaster	hhegseth@edcar.org

Office Hours: 8:00 to 5:00 Monday through Friday

Lodi Association of Realtors®

777 South Ham Lane #C, Lodi, CA 95242

(209) 368-5316 Fax (209) 368-8289

Name	Position	Email
Henrietta Van Dyk	Association Executive Officer	lodiaor@softcom.net
Theresa Darmsted	Office Supervisor	lodiaor@sbcglobal.net
Cathy Harader	Service Specialist	lodiaor@lodirealtors.org
Dawn Johnson	Service Specialist	lodiaor@lodirealtors.org

Office Hours: 8:00 to 5:00 Monday through Thursday & 8:00 to 4:00 on Friday

Placer County Assn. of Realtors®

4750 North Grove Street, Rocklin, CA 95677

(916) 624-8271

Fax (916) 624-8023

Name	Position	Email	Phone
Dean Anderson	Executive Vice President	danderson@pcaor.com	(916) 303-7612
Jessica Morales	Assistant Executive Vice President	jmorales@pcaor.com	(916) 303-7608
Jessica Couto	MetroList Membership Coordinator	jcouto@pcaor.com	(916) 303-7617
Katelyn Brittner	Event Coordinator	klopez@pcaor.com	(916) 303-7621
Trista Gianna	Education/Professional Standards Coord.	tgianna@pcaor.com	(916) 303-7611
Margaret Ingols	Accounts Payable	mingols@pcaor.com	(916) 303-7622
Anita Perez	Statistics	aperez@pcaor.com	(916) 303-7606

Office Hours: 8:00 to 5:00 Monday through Friday

Sacramento Assn. of Realtors®

2003 Howe Avenue, Sacramento, CA 95825

(530) 666-4253

Fax (530) 666-7444

Name	Position	Email	Phone
Nelson Janes	Executive Vice President	njanes@sacrealtor.org	(916) 437-1201
Nancy Manly	Director of Member Services	nmanly@sacrealtor.org	(916) 437-1217
Robin Mayer	Member Services	rmayer@sacrealtor.org	(916) 437-1216
Lyndsey Harank	Member Services	lharank@sacrealtor.org	(916) 437-1221
Denise Stone	Member Services	dstone@sacrealtor.org	(916) 437-1219
Amelia Warrington	Member Services	awarrington@sacrealtor.org	(916) 437-1218

Office Hours: 7:30 to 4:30 Monday through Friday & 9:00 to 2:30 Saturday (Closed 1:00 to 2:00 last Wed of every month)

Yolo County Board of Realtors®

449 Elm Street, Woodland, CA 95695
(530) 666-4253 Fax (530) 666-7444

Name	Position	Email	Phone
Kim Crum	Executive Director	kim@yolorealtors.com	(530) 383-2015 Cell
Estella Trejo	Administrative Assistant	info@yolorealtors.com	

Office Hours: 8:30 to 5:00 Monday through Friday (Close for lunch 12:30 to 1:30)

MetroList Modesto Admin Center - LAR Co-Location

1620 N. Carpenter Rd, Suite D, Modesto, CA 95351
MetroList: (916) 922-7584 or (888) 898-9788 Phone Extension: 330 Fax (209) 549-7079
LAR: (209) 523-5316 Fax (209) 523-5317

Name	Position	Email	Phone
Cindy Garcia	Customer Service Representative	cgarcia@metrolist.net	Ext: 331
Cheryl Meseure	Customer Service Representative	cmeseure@metrolist.net	Ext: 332
Terri Krop	LAR Service Specialist	larsouth@lodirealtors.org	209-523-5316

Office Hours: 8:00 to 5:00 Monday through Thursday & 8:00 to 4:30 Friday

MetroList Pleasanton Admin Center

5980 Stoneridge Dr, Suite 102, Pleasanton, CA 94588
(916) 922-7584 or (888) 898-9788 Phone Extension: 310 Fax (925) 730-4931

Name	Position	Email	Phone
Doris D'Adamo	MetroList Admin Center Supervisor	ddadamo@metrolist.net	Ext: 311
Rosie Jensen	Customer Service Representative	rjensen@metrolist.net	Ext: 312
Roxy Kuramoto	Customer Service Representative	rkuramoto@metrolist.net	Ext: 313

Office Hours: 8:00 to 5:00 Monday through Thursday & 8:00 to 4:30 Friday

MetroList Stockton Admin Center

1811 Grand Canal, Suite 7, Stockton, CA 95207

(916) 922-7584 or (888) 898-9788 Phone Extension: 320 Fax (209) 954-4196

Name	Position	Email	Phone
April Johnson	Customer Service Representative		Ext: 323
Gaby Gonzalez	Customer Service Representative		Ext: 322

Office Hours: 8:00 to 5:00 Monday through Thursday & 8:00 to 4:30 Friday

MetroList Main Office

1164 West National Drive, Suite 60, Sacramento, CA 95834

P.O. Box 340340, Sacramento, CA 95834

(916) 922-7584 or (888) 898-9788 Fax (916) 922-1835

MetroList Contacts for specific Questions

Bill Miller	Vice President	bmiller@metrolist.net	Ext: 206
Nicole Prim	Administrative Liaison	nicole@metrolist.net	Ext: 314
Mike Padjen **	Compliance Supervisor	mpadjen@metrolist.net	Ext: 223

** Mike Padjen will be your primary contact for Letters of Good Standing. If he is unavailable, please ask for the Compliance Department.

Office Hours: 7:30 to 4:30 Monday through Friday