

flexmls Tip!

Use the SentiKey App to Assign a Lockbox to a property

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What's the simplest way to assign a lockbox? Use the SentiKey mobile app! Follow these steps to quickly and easily assign a property.

If the property appears in the SentiLock system:

1. Log in to your SentiKey mobile app on your smartphone
2. Tap on the hamburger icon
3. Tap **My Lockboxes**
4. Tap **Assign/Unassign Property**
5. Search or select the serial number of the lockbox that will placed on the property
6. Choose a property from the **Select a Property** list
7. Choose a date for **On Listing Since**
8. Tap **Assign to Property**
9. You will receive a message telling you the lockbox has successfully assigned to the listing address

If the property does not appear in the SentiLock system:

1. Follow steps 1-5 above
2. Tap **Can't find property?**
3. Enter the street address
4. Tap **Submit**
5. You will receive a message telling you the lockbox has successfully assigned to the listing address
6. Tap **Done**

