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Assigning a Sentrilock® lock box to a listing in Coastal MLS

How to assign a lock box to your listing in FlexMLS

1. Access the Change Listing (edit) screen of the listing that you want to assign the lock box to.
2. In the bottom, right corner of the Change Listing screen, under Sentrilock, Click *Lock Box Access Report*.

Change Residential Listing 496541

Listing member: Terri L Baker (bakereh@yaho.com) of Wilson Realty (wils23)
Entry Date: 04/14/2015 Status: Active Approval Status: Approved Listed for \$290,000
[Full Listing Report](#) [Photo Tour](#) [Document Viewer](#) [History](#) [Activity](#) [MLS Error Form](#)

Change another listing: #96541

Listing Information	Multimedia
Listing Information	✓ Photos ✓
Supplement	Documents
Map Location	✓ Videos
Reset Geocode	Virtual Tour
Listing/Selling Members	


Status and Price Change	Scheduled Marketing Activities
Approve/Reject	Open House
Remove Listing	Tour of Homes
Edit Current Status (Active)	
Change List Price	
Extend or Expire Listing	
Pend Listing (Under Contract)	
Close Listing	
Withdraw Listing (Temporary)	
Cancel Listing (Final)	

Sentrilock

[Lock Box Assignment](#)

[Lock Box Access Report](#)

3. Next, enter the serial number of the Sentrilock® lock box that you want to assign to this listing and click *Assign*.

 **SentriLock Lock Box Assignment**

MLS #

Existing Lock Box Serial Number(s):

New Lockbox Serial Number:

4. A lock box is now assigned to this listing.



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Viewing a listings lock box access log

How to view a listings lock box access log in FlexMLS

1. When viewing *your* listings in the Details Tab of Coastal MLS, locate the Sentrilock® icon beside the word *Showing* located on the right of the report screen and click on it.

120 Holland Ave Salisbury, MD 21804

Property Sub-Type: Single Family Home
Short Sale: No
Sub Agency Comm %: 3
Buyer Broker Bonus %: 3

Lock Box: MD Exclusive Right To Sell
Listing Type: Also Availbl for Rent: No

Foreclosure/REO: No
Dual Agency: Yes
Buyer's Agy Comm %: 3

ML S Area: 23-02 Wicomico Co Northeast
Communities: N/A
Owner Name: Lane Charles W Jr, Lane Evelyn J
Annual St/Cnty Tax: 1,053
Annual Trash Fee: 0
Annual Condo Fees: East Salisbury
Elementary School: Wicomico
Middle School: Wicomico
County/Dist #/Acct #: 23/05/013003

OC Locations: N/A
County: 23 - Wicomico
Cross Street:

Annual Water Fee:
Trash:
Annual Rental Income:
Intermediate School:
Geo Longitude: -75.582711
Zoning Code:

Subdivision: N/A
Building Name: N/A
Annual City Tax: 900

Annual Sewer Fee: 0
Annual HOA Fee: unknown
Fed Flood Ins Avail.: 38.370050
Geo Latitude: Wicomico
High School: Wicomico
Zoning Description: R8

2. Immediately view a report that shows when and who accessed the lock box assigned to your listing.

SENTRILOCK, LLC LOCKBOX ACCESS LOG - SN: 447764	
Owner accesses shown in this color	Non-owner accesses shown in this color
Accessed On	Accessed by
Friday, Apr 10 2015 - 10:00 am (ET)	Michael Moore - Coldwell Banker Residential - Salisbury 410-543-4545 m.moore@cbmove.com
Monday, Apr 06 2015 - 3:27 pm (ET)	Mary Moore - Coldwell Banker Residential - Salisbury 410-543-4545 mary.moore@cbmove.com
Monday, Apr 06 2015 - 3:23 pm (ET)	Mary Moore - Coldwell Banker Residential - Salisbury 410-543-4545 mary.moore@cbmove.com
Monday, Apr 06 2015 - 10:09 am (ET)	Mary Moore - Coldwell Banker Residential - Salisbury 410-543-4545 mary.moore@cbmove.com
1-Day Codes for Monday, Apr 06 2015	LB specific codes generated on Apr 06, 2015 by Michael Alford
Tuesday, Mar 31 2015 - 1:46 pm (ET)	Michael Moore - Coldwell Banker Residential - Salisbury 410-543-4545 m.moore@cbmove.com
Saturday, Mar 28 2015 - 11:31 am (ET)	Michael Alford - Coldwell Banker Residential - Salisbury 410-543-4545 malford@cbmove.com

NOTE: This report can also be viewed from the Change Listing screen by clicking on the *Lock Box Access Report* link located in the bottom, right corner of the Change Listing screen, under Sentrilock®.



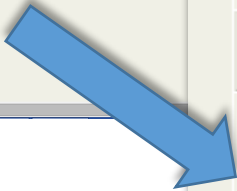
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Change Residential Listing 496541

2955 Tylerton Rd, Tylerton, MD 21866
 Listing member: Terri L Baker (bakertleh@yahoo.com) of Wilson Realty (wils23)
 Entry Date: 04/14/2015 Status: Active Approval Status: Approved Listed for \$290,000
[Full Listing Report](#) [Photo Tour](#) [Document Viewer](#) [History](#) [Activity](#) [MLS Error Form](#)

Change another listing: #96541 [Go](#)

Listing Information	Multimedia
Listing Information Supplement Map Location Reset Geocode Listing/Selling Members	<input checked="" type="checkbox"/> Photos <input checked="" type="checkbox"/> Documents <input checked="" type="checkbox"/> Videos <input checked="" type="checkbox"/> Virtual Tour
Status and Price Change	Scheduled Marketing Activities
Approve/Reject Remove Listing Edit Current Status (Active) Change List Price Extend or Expire Listing Pend Listing (Under Contract) Close Listing Withdraw Listing (Temporary) Cancel Listing (Final)	Open House Tour of Homes



Sentrilock

[Lock Box Assignment](#)
[Lock Box Access Report](#)

Viewing the Sentrilock® lock box access time for any listing

How to view a listings allowable access times, or times that the lock box can be opened to gain entry into a listing.

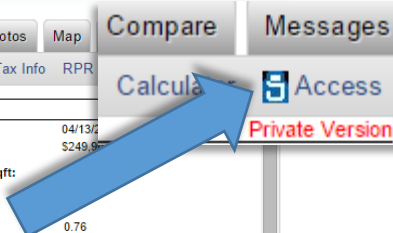
1. When viewing listings in the Details Tab of Coastal MLS, locate the Sentrilock® icon beside the word Access located on the right of the report screen and click on it.

Prepared By: Sammy Trainer 701-235-7300

Address: 28150 Charter Ct Salisbury, MD 21801 County: 23 - Wicomico

	MLS Area: 23-01 Wicomico Co Northwest Subdivision: Canterbury Building Name: N/A Furnished: None Waterfront: No Waterview: No Pool: No Garage Type/Spaces: Attached/2 Year Built: 1996 New Construction: No County/Dist #/Acct #: 23/11/019501 Section #: Lot #: 24	List Date: 04/13/2015 List Price: \$249,900 List Price Sqft: Status: Lot SqFt: Lot Acres: 0.76 Zoning Code: Annual St/Cnty Tax: \$0 Annual City Tax: \$0 Owner Name: Ramey Jason B, Ramey Bethany J
3 Bedrooms: 2 Full Baths: 1 Half Baths: Colonial Brick, Concrete Block, Vinyl Siding	Elementary School: Westside Primary Middle School: Bennett	Intermediate School: Westside High School: Wicomico
City Taxes: N Dwelling Floors: 2 Historic District: No Annual Condo Fee: 0	E or W of Rt 13: W OC Locations: N/A Annual HOA Fee: 60 Annual Rental Income: Annual Sewer Fee:	EW of Wl River: W Communities: N/A Annual Trash Fee: Annual Water Fee: Dwelling Sq. Footage: 2,400

General Remarks: New Listing!! Are you looking for the right location and a beautiful home? This two-story colonial conveniently located in Salisbury and minutes to shopping and dining. Enjoy the view from the large rear porch of your property. The home has a remodeled kitchen, hardwood floors and downstairs bathroom. Updated bathrooms upstairs. Great neighborhood schedule your viewing now.
Directions: From Salisbury travel west on RT50, right on White Love Rd, left on Log Cabin Rd, right on Hickory Mill rd, right on Adkins Rd, right on Charter Court; house is the 4th home on the right





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2. A report is displayed showing a list of the times that this lock box is available to be accessed by the Sentrilock® lock box.

Access Times for SentiLock Lockbox SN 447764

CBS Code Required: No

O : Access allowed X : No access

Time Block / Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
12:00 AM-12:29 AM	X	X	X	X	X	X	X
12:30 AM-12:59 AM	X	X	X	X	X	X	X
1:00 AM-1:29 AM	X	X	X	X	X	X	X
1:30 AM-1:59 AM	X	X	X	X	X	X	X
2:00 AM-2:29 AM	X	X	X	X	X	X	X
2:30 AM-2:59 AM	X	X	X	X	X	X	X
3:00 AM-3:29 AM	X	X	X	X	X	X	X
3:30 AM-3:59 AM	X	X	X	X	X	X	X
4:00 AM-4:29 AM	X	X	X	X	X	X	X
4:30 AM-4:59 AM	X	X	X	X	X	X	X
5:00 AM-5:29 AM	X	X	X	X	X	X	X
5:30 AM-5:59 AM	X	X	X	X	X	X	X
6:00 AM-6:29 AM	X	X	X	X	X	X	X