

## KEY & LOCKBOX PLACEMENT INSTRUCTIONS (PRIMARY & BACKUP)

Pick up key(s) from designated location

Go to nearest hardware store

Make 1 copy of all keys.



Purchase 2 key rings (no larger than 1”).



Purchase 2 lockboxes (Master Lock 5400D is preferred).



Place original(s) and copied key(s) on separate key rings.



Go back to the property

TEST copied keys to ensure they work (if any key does not work properly, you **MUST** return to the hardware store to have the key remade).

Place Primary & Backup Lockboxes

Set Primary Lockbox code to **1129**

- Place on the door that people will be entering through.
- Place one set of keys in lockbox.
- Close lockbox and rotate combination to lock it.

Set Backup Lockbox code to **1150**

- Place in a discreet location (i.e. fence or water meter).
- Place one set of keys in lockbox.
- Close lockbox and rotate combination to lock it.

Communicate

Before leaving the property, email Alex Everest ([alex@dealmakerlibrary.com](mailto:alex@dealmakerlibrary.com)) to confirm the combos and locations of the primary and backup lockboxes.