

Award of Excellence

Rules and Regulations

The St. Charles County Association of REALTORS®' Award of Excellence Program gives recognition to REALTORS® and REALTOR-ASSOCIATES® (hereafter referred to as REALTOR®) who have proven their diligence by listing, selling and/or leasing a high volume of real estate property. REALTORS® who achieve Award of Excellence status are awarded certificates the following year to display in their home or office.

Obtaining the Award of Excellence not only shows proficiency of the real estate professional, but can be used to generate publicity for the REALTOR® in his/her local community.

ELIGIBILITY FOR MEMBERSHIP

The applicant must be a member in good standing of the St. Charles County Association of REALTORS® when making application and at the time the Awards are presented.

RULES AND REGULATIONS

1. The applicant will choose one of the three categories in which to apply.
 - a. Individual: Any applicant working unassisted.
 - b. Assisted: Any 2 applicants working together or having a licensed assistant, sharing a licensed assistant, or use of subordinate agent shall apply in the Assisted category.
 - c. Team: Any 3 or more applicants working together or having a licensed assistant, sharing a licensed assistant, or use of subordinate agent shall apply in the Team category.
2. There will be 5 qualifying levels in each category.

\$1 Million: Awarded to members who have achieved at least \$1,000,000 in sales volume.

Bronze Award of Excellence: Awarded to members who have achieved from \$2,000,000 to \$4,999,999 in sales volume or 24-49 units sold.

Silver Award of Excellence: Awarded to members who have achieved from \$5,000,000 to \$9,999,999 in sales volume or 50-74 units sold.

Gold Award of Excellence: Awarded to members who have achieved from \$10,000,000 to \$14,999,999 in sales volume or 75-100 units sold.

Diamond Award of Excellence: Awarded to members who have achieved \$15,000,000 or more in sales volume or 101 or more units sold.

3. The applicant must have participated in a minimum of \$1,000,000 of real estate listings, sales and/or leases during the calendar year for which he/she is applying. The transactions must have been closed during that calendar year.
4. When a REALTOR® sells a property, the credit is for the actual price of the property, or one side. (If shared, see #7.)
5. When a REALTOR® lists a property and the property is sold, the listing person receives credit for the actual sales price, or one side. (If shared, see #7.)

6. When a REALTOR® both lists and sells a property, full credit is given for each function, or two sides.

7. When two or more REALTORS® list or sell a property on a shared basis, the actual dollar sales price, or the one side, shall be divided between the REALTORS® as agreed upon when listed or sold. This applies to both in-office and inter-office transactions.

8. Leases will be counted as a sale in the amount of the total lease payment; volume credited in the same ratio as commission received. (EXAMPLE: For a three-year lease where the commission is received in one lump sum, applicant can take total lease credit during one year. If the commission is paid one-third each year, applicant can only take one-third credit for the lease on his/her application.) Lease Option/Lease Purchases are not counted until closed. Credit for leases will be counted in volume only. They will not be counted as sides.

9. Listings, sales and leases can be residential, commercial, industrial, farm, mobile homes as part of a deed conveyance or any type of real property. No sales, other than real estate contract sales price, can be counted toward membership in the Award of Excellence program.

10. Outgoing referrals are not included.

11. A buyer's agent, selling unlisted property, may claim credit on the sales side only.

12. Contracts, closing statements and/or leases must be supplied for verification, upon request.

13. **All decisions of SCCAR are final.**

PUBLICITY

There will be no public announcement, using the Award of Excellence, Million Dollar Club, or Multi-Million Dollar Club titles until the certificate has been received by the applicant.

VERIFICATION

The signature of the broker under which the REALTOR® works is considered verification of the application. Each applicant must submit a completed application form for approval. The Official Verification Form (hereafter known as OVF) must be submitted in typed or printed format. The OVF may be scanned and the form processed on a computer. The Award of Excellence Application form must be submitted with the written signatures of the applicant and applicant's broker.

If a REALTOR® has been employed at more than one office in the calendar year, all brokers involved must verify the sales, listings, or leases which took place during the REALTOR'S® tenure while working with that broker. In the event a former broker refuses to sign the application, and if the papers are documented and presented by the agent, the present broker may sign the application.

The OVF must be filled out completely and submitted with the application for the Award of Excellence. The applicant should retain photocopies of the application and OVF with the broker's signature. **The responsibility for submitting the application and OVF for the SCCAR Award of Excellence program rests solely with the applicant. All applications and OVFs must be submitted to SCCAR, postmarked by January 20, 2012.**



AWARD OF EXCELLENCE APPLICATION

Return to: ST. CHARLES COUNTY ASSOCIATION OF REALTORS®
110 Point West Blvd. · St. Charles, MO 63301 · Fax: 636-946-2621

DEADLINE: Must be postmarked by January 20, 2012

Name of REALTOR®/REALTOR-ASSOCIATE® _____
Company Name _____
Address _____
City _____ Zip _____
Cell number _____ **Must be active member of SCCAR**
Date affiliated with present company _____

I am applying for the following award (check only one):

- \$1 Million:** Awarded to members who have achieved at least \$1,000,000 in sales volume.
- Bronze Award of Excellence:** Awarded to members who have achieved from \$2,000,000 to \$4,999,999 in sales volume or 24-49 units sold.
- Silver Award of Excellence:** Awarded to members who have achieved from \$5,000,000 to \$9,999,999 in sales volume or 50-74 units sold.
- Gold Award of Excellence:** Awarded to members who have achieved from \$10,000,000 to \$14,999,999 in sales volume or 75-101 units sold.
- Diamond Award of Excellence:** Awarded to members who have achieved \$15,000,000 or more in sales volume or 100 or more units sold.

My sales were (must check one): Individual Assisted Team (see Rule #1 for Ind./Assisted/Team guidelines.)

**CERTIFICATION, BY BROKER, OF CLOSED SALES/LISTINGS/LEASES FOR THE PERIOD:
January 1, 2011 to December 31, 2011**

I have read the rules of this application and do hereby certify that the above named REALTOR®/
REALTOR-ASSOCIATE® has CLOSED sales/listings/leases totaling \$ _____
during the period of time shown above.

Broker's Signature

Applicant's Signature

Date

IMPORTANT: Official Verification Form (OVF) must accompany applications.

Incomplete forms (including this cover form) will be considered ineligible.

In the event a former Broker refuses to sign application, for one reason or another, and if the papers are documented and presented by the agent, present Broker may sign application.

Upon request, closing statements, contracts and/or leases must be supplied for verification.
 Applicant is responsible for submitting form to SCCAR.

Filling Out the Verification Form

- Column 1) **CLOSING DATE:** Enter closing date whether claiming listing, sale or lease. Date MUST be on or before December 31 of the year applying for award. Sale may have been made the previous year, as long as it closed during the year applied for.
- Column 2) **PROPERTY ADDRESS:** Enter complete address of property listed, sold or leased.
- Column 3) **LISTING/SALE PRICE/LEASE PAID:** Enter the volume of the listing, sale or lease.
- Column 4) **PERCENTAGE OF SHARE:** Your percent of a "shared" transaction.
- Column 5) **EARNED VOLUME:** Column #3 multiplied by Column #4.
- Column 6) **PAGE TOTAL:** Total of Column #5.

REALTORS® who wish to apply for the Award of Excellence must submit these forms to SCCAR where they will be reviewed by a local committee.

APPLICATIONS SHOULD BE SUBMITTED TO:
St. Charles County Association of REALTORS®
110 Point West Boulevard
St. Charles, MO 63301
Fax (636) 946-2621

Official Verification Form (OVF)

Name _____ Company _____ Year _____

Please Print

Please refer to the Rules and Regulations section for guidelines on completing this form.

Column #1 Closing Date	Column #2 Property Address	Column #3 Listing/Sale Price/ Lease Paid	Column #4 % of Share	Column #5 Earned Volume	Column #6 Total Sides
<i>e.g., 6/30/04</i>	<i>1234 Sesame St., Happyville, MO, 61234</i>	<i>\$100,000</i>	<i>100% (sold the property)</i>	<i>\$100,000</i>	<i>1</i>
<i>e.g., 8/25/04</i>	<i>456 Hotdog Lane, Smiletown, MO, 63333</i>	<i>\$100,000</i>	<i>200% (listed AND sold the property)</i>	<i>\$200,000</i>	<i>2</i>
			Page Total of Columns #5 & #6	\$	
			Page Total of Columns #5 & #6 from other side	\$	
			TOTAL	\$300,000	3

