

HINESVILLE AREA BOARD OF REALTORS® Distinguished Sales Society
Application Form

In lieu of a plaque, I request a \$50.00 donation to the HABR Community Services Committee, and a certificate confirmation to be awarded to me at the event.

I would like to receive a plaque.
Name (As you want it to appear on plaque)

1. **NAME:** _____

Cell Phone #: _____

I have been a member of DSS under the following last name: _____

2. **CATEGORY** - check one (if you qualify for both, please use a separate application as production cannot be duplicated)
- Residential:** (must have a minimum of **8** closed transactions with **51%** of total sales volume in Residential Real Estate)
 - Commercial:** (must have a minimum of **4** closed transactions with **75%** of total volume in **commercial** real estate)

3. **Distinguished Sales Society Years** - check one box in either A, B, or C

A. **First Year**

B. **Years 2-9**

C. **10+ Years: awarded a Pin**

Circle One: 10 11 12 13 14 15 16 17 18 19 20
 21 22 23 24 25 26 27 28 29 30 31
 32 33 34 35 36 37 38 39 40 41 42

4. **TOTAL SALES VOLUME \$** _____

(An accumulative total volume of \$1,000,000 or more closed during calendar year with (2) DSS Slips.

CHECK LIST: (check all that apply)

- Application Fee of \$25 per application *must be separate check, not included in dues.***
- Performance Record or HABR Agent Awards Detail Report and Substantiating Documentation (If needed) Reports must be signed by both you and your Broker.
- 9x12 manila envelope per application, with your name and company plainly printed outside

*I have read the 2016 Distinguished Sales Society Rules, and understand them. I certify that I have personally handled the real estate transactions evidenced in the Performance Record and supporting documents which I also verify as accurate during the period of January 1 through December 31, 2016. I understand the **FINAL DEADLINE for submission is 4:00 PM on JANUARY 31, 2017***

Applicant's Signature: _____ Date: _____

Broker's Signature: _____ Date: _____

Note: Mistakes made on plaques due to Applicant's error are not the responsibility of HABR and will be corrected at Applicant's expense. Please Initial

PRESCREENING DEADLINE: January 19, 2017 4:00 p.m.
FINAL DEADLINE: January 31, 2017, 4:00 p.m.

HINESVILLE AREA BOARD OF REALTORS®

Distinguished Sales Society Rules 2016

The following are rules for eligibility in the Distinguished Sales Society (DSS):

I. PURPOSE: To give recognition to REALTORS® who have participated in total sales volume of \$1,000,000 or more in closed transactions during any calendar year. The Hinesville Area Board of REALTORS® is a volunteer driven organization and depends on its volunteerism for survival. Distinguished Sales Society Slips “DSS Slips” are awarded for participation in committees, workgroups and sanctioned community service activities. Our wish is to have the Distinguished Sales Society members recognize the importance and advantages of volunteering at the HINESVILLE AREA BOARD OF REALTORS®.

II. ELIGIBILITY: Any licensed REALTOR® Member in good standing with HINESVILLE AREA BOARD OF REALTORS®. Applicant must hold primary membership with HABR during the qualifying year. **Annual HINESVILLE AREA BOARD OF REALTORS® Membership dues must be paid BEFORE OR UPON submission of application for the Distinguished Sales Society, separate check, not to be combined with application fee. Attendance verification at two Committee Meetings.** To be eligible for membership in the HABR Distinguished Sales Society, an applicant must be an active member of at least one HABR committee and participate in at least two Committee meetings and/or two committee-sanctioned projects or activities. The member must be on **time and remain for the duration**. Attendance at HABR Directors meetings as a Director will count toward satisfying these criteria. Luncheons, social activities, education and WCR participation do not qualify. Attendance verification slips will be given at the end of each meeting/activity, signed by the chairman or staff liaison (no copies will be accepted.) It is the responsibility of applicant to submit at least two (2) **original** attendance slips with his/her application. **If you are applying for both Residential and Commercial, you must have at least a total of four (4) DSS Slips.** All documentation evidence, i.e. Sales contract or listing agreement must have **agent’s signature on the document**.

III. ELIGIBILITY PERIOD: Transactions closed during the calendar year. Leases may be counted only in year of lease origination..

IV. CRITERIA:

- An accumulative total volume of \$1,000,000 closed during calendar year with 2 DSS Slips.
- A minimum of eight transactions (Each transaction is to be listed separately; i.e., sale and listing of same property must be entered as two separate transactions)
- Sales – 50% volume credit
- Listings – 50% volume credit
- In sales between two offices, or two agents in the same office, the selling agent will receive 50% credit and the listing agent will receive 50% credit for the sale. (If agent sells his own listing, then volume credit is given for listing and sale equal to 100% of actual price property sold for, i.e., 50% for sale and 50% for listing.)
- **Team or Co-Listings/Sells – If two agents jointly list property, credit will be divided equally (25% each) and requires standard documentation. Transaction credit will be given to each agent listed on the listing agreement and the final sales contract.**
- A broker in recording his sales may count only those sales made personally.

In reference to new homes:

1. Agent who solicits listings of builders’ homes receives a listing agreement and actively services it may count the property as a listing.
2. When broker/builder assigns new homes to agent who works for him, broker/builder must sign a listing contract with salesperson and salesperson must service this listing in the same manner as any other listing. Signed contract must be filed.
3. If you contract with a builder for a custom-built home, with proper documentation, credit may be given for the listing and sale.

No Commission Sales:

1. If you represent a sale where no commission is involved, you may still take credit for the sale.

In reference to personally-owned real estate:

1. Credit will be given for sale or purchase of personal real estate with proper documentation.

In reference to one-time showings:

1. Credit for listing and/or sale will be given for sales resulting from one-time showings provided there is a written listing contract or contractual agreement between seller and broker. Listing credit will not be given for builder developer new home sales.

In reference to VA and HUD:

1. VA – only sales & listing credit will be given.
2. HUD repos – sales credit can be given and listing credit will be given if broker has proper listing documentation from HUD, the listing is put in the MLS and appears on the AGENT PRODUCTION AWARDS REPORT.

V. 1. ALL AGENTS must complete the Application Form. Application Form and Performance record must be filled out completely and an adding machine tape must be attached totaling each page of the Performance Record and carrying forward to the next page if applicable.

2. Application form and Performance Record must be signed by agent's current Broker for agent application. Brokers may sign their own form.

3. APPLICATION FEE DSS Application fee determined in December of each year, and must accompany application.

4. Separate check, not to be combined with dues payment.

VI.4 NAVICA- when HABR has the Agent Awards Detail Report available, instructions will be given to print out your yearly report for awards submission (as of this date, not available)

2. STANDARD DOCUMENTATION- Each transaction is listed separately; i.e., sale and listing from same property must be entered as two separate transactions. One closing statement is sufficient for both transactions sides. Staple total transaction together and indicate both numbers if it is a listing and a sale. Listing office and selling office numbers must be shown on each entry. Copies of listing contracts or contractual agreements, sales contracts, closing statements or combination of these contracts, whichever applies to the transaction, must be submitted. All signatures must be on the documentation submitted for credit, including purchaser, seller and salesperson. The salesman's signature is not required on closing statements. (If using GAR contracts, only page 1 and final signature page is required (i.e., page 4 or 5 or final accepted counter offer page.

3. Each page of Performance Record must be totaled, carrying forward the total to the next page. Adding machine tape must be attached. Documentation must be in same order as listed on Performance Record. Number the documentation to correspond with Performance Record. Closing Statement can cover two entries (Sale and Listing).

4. You may use Agent Awards Detail Report for transactions reported on MLS and include standard documentation for other sales that are not in MLS if needed to complete your total sales volume.

5. Mail or drop the entry by the Board office. The application must be placed in a sealed 9"x12" manila envelope marked "DSS" in lower left hand corner, as well as your name. One application per envelope.

6. CLOSED PROPERTIES have to be in the MLS within 30 days of closing. Anything beyond 30 days will have a \$25.00 late fee. ACTUAL EXTERIOR PHOTO OF LISTING ONLY. NO artist renditions accepted.

VII. DEADLINE/FINES:

Prescreening: If your application is received by **JANUARY 19, 2017, 4:00 p.m.** at Board Office, it will be reviewed by the committee for the proper format and attachments. Any discrepancies may be corrected without penalty by the deadline of **JANUARY 31, 2017, 4:00 p.m.** to Board office.

Deadline for submission of application is **FEBRUARY 1, 2017, 4:00 p.m.** at the Board office.

Fines vs. disqualification will be the choice of the applicant.

Late Charge: \$50.00 per, day payable when application is submitted, up to five (5) days after the deadline, or \$250.00.

Technical/Eligibility Discrepancies: Beginning FEBRUARY 1, 2017 at 4:01p.m., \$50.00 per day beginning with day of notification to applicant. Maximum to correct: 5 days, \$250.00. "Notification is considered an attempt by the committee, by telephone to the applicant, to broker in absence of applicant, or to office representative if both are not available. In the event no contact can be made by telephone, an email will be sent. The applicant will have until 4:00 p.m. the next business day to correct application at \$50.00 per day. No applications will be accepted beyond five (5) days, \$250.00 fine maximum. Fines are due upon receipt of corrected application.

VIII. AWARDS PRESENTATION: Awards will be presented at the Annual Awards Banquet. Newspaper announcements will be made by the Board following the Awards presentation. NO ADVERTISING IS PERMITTED BY COMPANIES REGARDING QUALIFICATION OF THEIR SALES ASSOCIATES IN THE HABR DSS PRIOR TO THE AWARDS BANQUET. Brokers, if you advertising your agents as HINESVILLE AREA BOARD OF REALTORS® DSS members, they must have been officially notified of their acceptance by the Board office and in the news release submitted by the Board prior to your advertisements.

IX. CLASSES OF DISTINGUISHED SALES SOCIETY MEMBERSHIP

1. MEMBER – Basic qualification for Membership is one who has been elected for the first time.
2. CONTINUING MEMBER – shall be one who has been elected to Membership for years 2 – 9.
3. COMMERCIAL – A minimum of 75% of total volume must be in commercial real estate and a minimum of 4 closed commercial transactions.
4. RESIDENTIAL – A minimum of 51% of total volume must be in residential real estate and a minimum of 8 closed residential transactions.
5. REALTORS® with Membership in the DSS/MD CLUB ten years or longer will receive a CONTINUED LIFE MEMBER AWARD, whether Residential or Commercial.

X. ADVERTISING BY MEMBERS: Must state the correct category of Membership and the last year you qualified, if there was an interruption of Membership.

NOTE: These rules will be reviewed and approved annually and will supersede any previous rules or regulations!

**You will be notified as to the status of your application no later than
JANUARY 26, 2017**

DISTINGUISHED SALES SOCIETY AWARDS SLIP CRITERIA

To be eligible for membership in the HABR Distinguished Sales Society, an applicant must hold Primary REALTOR® membership by the end of the qualifying year and attend at least two (2) HABR committee meetings (***must be on time and remain for the duration***) and/or HABR committee-sanctioned projects or activities.

Attendance verification slips will be given at the end of each meeting/project/activity, signed by the chairman or staff liaison (no copies will be accepted). It is the responsibility of the applicant to submit slips with his/her application. At the discretion of the Awards Committee, a member may be denied a verification if the above criteria is not met.

YOU MAY OBTAIN ATTENDANCE VERIFICATION SLIPS THE FOLLOWING WAYS:

- Attendance at any HABR committee / workgroup meeting (after signing up for the committee, the committee sign up form is on www.hinesvilleareaboardofrealtors.com under “meetings & events”)
- Attendance at HABR directors meetings as a Director
- HABR Sponsored Cancer Fundraiser Team/Event (you must sign up for a team or event, participate and sign in at the EVENT)
- Throughout the year, committee Chairs may request of the Awards Committee, approval of new committee projects for credit, as they are confirmed.

LUNCHEONS, SOCIAL ACTIVITIES, AND EDUCATION DO NOT QUALIFY!

If you have a question regarding any of the above, please ask early in the year.

NOTE: All committees may not have the need to meet, therefore, it is your responsibility to record your eligibility as the year progresses, and make alternative committee/project choices.

HINESVILLE AREA BOARD OF REALTORS
 213 East Court Street
 Hinesville, GA 31313

Member Company _____

Member Name _____

Phone _____ (Office) _____

PERFORMANCE RECORD

<u>PROPERTY ADDRESS</u>	<u>L/S</u>	<u>DATE CLOSED</u>	<u>LISTING/ SELLING OFFICE#</u>	<u>PURCHASED PRICE</u>	<u>AMOUNT TO BE COUNTED</u>
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
9. _____	_____	_____	_____	_____	_____
10. _____	_____	_____	_____	_____	_____
TOTAL _____					TOTAL _____

APPLICANT'S SIGNATURE _____ DATE _____

BROKER'S SIGNATURE _____ DATE _____