

HINESVILLE AREA BOARD OF REALTORS®

Sales Award Rules 2018

The following are rules for eligibility in the HABR Sales Award:

- 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.
- 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**
- III. ELIGIBILITY PERIOD:** Transactions closed during the calendar year. From the date joined HABR as a Primary Member.

IV. CRITERIA:

- An accumulative total volume of \$1,000,000 closed during calendar year.
- 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 – 100% volume credit
- Listings – 100% volume credit
- In sales between two offices, or two agents in the same office, the selling agent will receive 100% credit and the listing agent will receive 100% credit for the sale. (If agent sells his own listing, then volume credit is given for listing and sale equal to 200% of actual price property sold for, i.e., 100% for sale and 100% for listing.) All transactions to include non-MLS agents must be input in the MLS within 48 hours of closing or will not be eligible to count for sales award. (SAR & HABR MLS sheets accepted.)
- Team or Co-Listings/Sells – If two agents jointly list property, credit will be divided equally (50 ~~25~~% each) and requires standard documentation. Transaction credit will be given to each agent listed on the listing agreement and the final sales contract. Team is more than one REALTOR® involved in the transaction.
- Team - All closed transactions shall remain the same as originally entered in the MLS and cannot be used for individual production. Sales entered as a team cannot be switched to individual agent. Agent joins a team anytime in the year cannot use their previous closed transactions towards a team award or individual award.
- 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 if must be entered in the MLS within 48 hours.

In reference to personally-owned real estate:

1. Credit will be given for sale or purchase of personal real estate with proper documentation and entered into the MLS.

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. All Agents must complete the performance record form attached. No others will be accepted.

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

VI. 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; i.e., sale and listing from same property must be entered as one transaction. One MLS sheet 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 contractual agreements, 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. All pre-sales building permit must be submitted. (If using GAR contracts, only front page 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. Documentation must be in same order as listed on Performance Record. Number the documentation to correspond with Performance Record. MLS sheet can cover two entries (Sale and Listing). An Excel Spreadsheet will be created by HABR that can be used in the place of the Performance Record. Either Performance Record will be acceptable for 2018. Excel Spreadsheet will be provided at a later date.
4. Mail or drop the entry by the Board office. The application must be placed in a sealed 9"x12" manila envelope marked your name and company. One application per envelope. Applications without envelope will not be accepted. Emailed applications not accepted.
5. **CLOSED PROPERTIES** have to be in the MLS within 5 days of closing per MLS Policy and Procedures. **ACTUAL EXTERIOR PHOTO OF LISTING ONLY.** NO artist renditions accepted.

VII. DEADLINE:

Prescreening: If your application is received by **JANUARY 19, 2019, 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, 2019, 4:00 p.m.** to Board office.

Deadline for submission of application is **JANUARY 31, 2019, 4:00 p.m.** at the Board office.

Technical/Eligibility Discrepancies: Beginning January 31, 2019 at 4:01p.m. "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. If corrected packet is not resubmitted by deadline the REALTOR® will not be eligible for award.

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 Sales Award PRIOR TO THE AWARDS BANQUET.** Brokers, if you advertising your agents as HINESVILLE AREA BOARD OF REALTORS® Sales Award recipients, 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.

VIII. CLASSES OF HABR SALES AWARD 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 \$1,000,000 of total volume must be in commercial real estate and a minimum of 4 closed commercial transactions.
4. **RESIDENTIAL** – A minimum of \$1,000,000 of total volume must be in residential real estate and a minimum of 8 closed residential transactions.
5. **REALTORS®** with Membership in the SALES CLUB ten years or longer will receive a CONTINUED LIFE MEMBER AWARD, whether Residential or Commercial.
6. **SALES AWARD LEVELS** – Ruby 1 Million, Emerald 2 – 3 Million, Sapphire 3 – 4 Million and Diamond 4+ Million.
7. **TOP PRODUCER AWARDS** – Top Producer Residential and Top Producer Commercial will be awarded.

IX. 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 25, 2019

HINESVILLE AREA BOARD OF REALTORS®

Sales Award Application Form

1. NAME: _____

Cell Phone #: _____

I have been a member of Sales Award 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 **\$1,000,000** of total sales volume in Residential Real Estate)

___ **Commercial:** (must have a minimum of **4** closed transactions with **\$1,000,000** of total volume in **commercial** real estate)

3. Sales Award - Lifetime Member Award

A. Years 1-9 _____

B. 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.)

CHECK LIST: (*check all that apply*)

___ Performance Record 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

No email applications accepted.

I have read the 2018 HABR Million Dollar Sales 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, 2018. I understand the FINAL DEADLINE for submission is 4:00 pm on January 31, 2019

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 18, 2019 4:00 p.m.

FINAL DEADLINE: January 31, 2019, 4:00 p.m.

HINESVILLE AREA BOARD OF REALTORS
508 N Main Street, Ste B19
Hinesville, GA 31313

Member Company _____

Member Name _____

Phone _____ (Office) _____

Month _____

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 _____

