

Kent Washington Association of REALTORS®
Circle of Sales Excellence Awards

Rules and Guidelines for the 2009 Production Year

Sponsored by the Kent Washington Association of REALTORS®, the Circle of Sales Excellence Awards Program is designed to recognize REALTOR® members who have attained outstanding production levels, and to honor their accomplishments in sales excellence.

All CLOSED transactions between January 1, 2009 and midnight, December 31, 2009 (Production Year) shall be considered for eligibility purposes.

COMPLETED APPLICATIONS MUST BE TYPED AND RECEIVED (NOT POSTMARKED) AT THE ASSOCIATION OFFICE BY THE CLOSE OF BUSINESS ON FRIDAY, JANUARY 29, 2010. APPLICATION MUST BE SIGNED BY CURRENT PRINCIPAL BROKER. NO EXTENSIONS OR EXCEPTIONS SHALL BE GRANTED.

GUIDELINES

- *All forms can be found at the KWAOR website in fillable PDF format. Go to: www.kwaor.org/awardsformlinks.htm*
- *Each candidate must be a member in good standing of the Kent Washington Association of REALTORS® at the time of application.*
- *A candidate may apply to only one Association for the same sales production.*
- *FSBO and other Non-MLS entries must be submitted on the Non-MLS Certification Worksheet (available as a fillable PDF). It must be typed. All information must be complete. Original signatures are required on all documentation. The Non-MLS certification worksheet must be certified by the current Principal Broker with whom the candidate is associated. An original Principal Broker signature is required for each form.*
- *All entries must be submitted with MLS Standard Market Share Report which includes all properties submitted.*
- *Improperly submitted entries will be returned and must be resubmitted in proper order within seven (7) days of notification or applicant(s) will be automatically disqualified.*
- *Any Party or Candidate found to have falsified information or documentation will be disqualified for current and subsequent years.*
- *Production to include all types of real property, i.e. residential, condominiums, land, multi-family (1-4 units), and commercial.*
- *If you are the selling agent, you are entitled to the full the gross sales price.*
- *If you are the listing agent, you are entitled to the full gross sales price.*
- *If you list and sell the property, you are entitled to double the gross sales price, provided no showing agent or co-list situation occurred.*
- *Co-lists will be accepted so long as the agent is represented as the listing agent or “showing agent” on the MLS standard report that accompanies application. Each agent/applicant may ONLY take one-half credit for co-lists. Applicant **MUST** identify co-list agent on application if taking credit for co-list.*
- *Any listing identifying a “showing agent” shall **ONLY** be considered a co-list for awards purposes, or reviewed for team status (see Team Guidelines). Applicant may **ONLY** take one-half credit for co-lists.*

Kent Washington Association of REALTORS® **Circle of Sales Excellence Awards**

Should a REALTOR® buy or sell a property themselves, the Sales Agreement MUST specify the agent and company as listing or selling agent in the transaction in order for the agent to count this transaction toward recognized production.

An agent that has listed or sold a property without being paid a commission may take credit for that listing or sale, with proper documentation identifying them as listing or selling agent in the transaction.

- *A listing or selling agent may not transfer or receive credit from any other agent in order to qualify for the award.*
- *Production to include both MLS and Non-MLS transactions.*

FSBOs and other Non-MLS transactions must be accompanied by BOTH:

- *A copy of the Purchase & Sales agreement showing the applicant's name as agent involved with written permission of seller and buyer OR agent must provide documentation—from the agent's office indicating agent participation in transaction (list side, sell side, both).*
AND:
- *A copy of the RECORDED deed must be provided OR a copy of the HUD statement accompanied by the HUD Release Form (available on the Association website) signed by all parties involved OR a letter from the closing attorney's office identifying actual closing date.*
- *Outgoing or incoming Referral fees, Rentals and/or Leases are not eligible for Circle of Sales Excellence Awards.*

TEAM GUIDELINES

Those who fit into ANY ONE OR MORE of the following criteria MUST apply for a Team award:

- * *you utilize any licensed agent(s) on a regular basis, or*
- * *you regularly have any licensed agent(s) handle showings, or*
- * *you regularly have any licensed agent(s) make presentations, or*
- * *you advertise and promote yourself as a Team*

Any team making application MUST have established an MLS TEAM CODE. This code must identify all licensed members as authorized users at Statewide Multiple Listing Service office.

If you apply as a team, application must list all of the licensed individuals who will be recognized at the Awards event. Application must include MLS ID numbers for licensed members listed.

If an individual agent joins a team, that agent's production prior to Team affiliation cannot be applied.

If a team agent leaves a team to be an individual, production qualifying for awards purposes shall include only new production conducted AFTER team departure date but closed within eligibility dates. Agent MUST identify prior team affiliation on application form.

If a team agent leaves a team and joins another team, the past and pending production stays with the original team for awards purposes.

Kent Washington Association of REALTORS®
Circle of Sales Excellence Awards

GENERAL INFORMATION

· **ALL ENTRIES ARE REVIEWED.** The Awards Committee reserves the right to request additional documentation and supporting material. Office records pertinent to verification of information submitted shall be made available to the Committee upon request.

· For any unique situations not covered by this form, inquiries setting forth the specific circumstances should be forwarded in writing to KWAOR Awards Committee for clarification and/or resolution, in lieu of individual interpretation.

· A news release will be prepared and distributed to the media following the awards presentation. It will include the name of the firm with whom the awardee is associated at time of Awards gala.

Should the situation arise that the Awardee was affiliated with a previous firm for the ENTIRE contest period, news release shall include BOTH present firm AND previous firm in the form of "formerly of". Awardee's current affiliation shall be identified at the Awards Gala. It is the BROKER'S responsibility to identify any such situation to the committee.

Team recognition shall include licensed members only within the news release.

· All designated REALTORS® are encouraged to publicize those agents who achieve recognition. Any advertising, however, must be accurate and not misleading and must comply with [Article 12 of the Code of Ethics](#).

Ad must state EXACT award category. i.e., "Bronze Individual Award," "Bronze Team Award," etc..

· Should any errors be determined at the time of the awards function, no changes will be made to the presentation until a full verification process can be conducted by the Awards Committee. Any necessary corrections will be made in the following 5 Minute Update.

· Applications not submitted in the proper format will be returned for resubmission. Resubmission timeframe shall be maximum seven (7) days.