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The Voice for Real Estate in Southern Maryland™

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To: Primary Realtor® Members of SMAR
From: Robin Hoffman, Education & Events Director
Re: 2018 Production Awards of Excellence
Date: December 28, 2018

Enclosed you will find information on the 2018 Production Awards. Here is what you need to know:

- **PAPER applications** must be submitted along with Bright MLS **OR** company reports for **ALL categories** to receive a production award. With the MLS conversion from MRIS to Bright, there is a concern for data integrity. The Board of Directors wants to ensure the accuracy of all awards.
- To facilitate this year's application process, the Awards Application Package may be found in SMAR's DotLoop Library. Note: SMAR is unable to upload this form to the ZipForms library due to a 30 day wait period. However, you may upload the awards application to your own ZipForms account and submit it electronically with ZipForms to Robin Hoffman at robinh@somdrealtors.com.
- Applications may be submitted by one of the following:
 - Electronically to Robin Hoffman at robinh@somdrealtors.com via DotLoop or ZipForms.
 - Mail or hand delivered to SMAR, 8440 Old Leonardtown Rd, Ste 211, Hughesville, MD 20637
- **Application Deadline: Friday, January 25th by 4:30 pm.**
- No fax or email copies will be accepted.

We hope you'll join us at our 2018 Awards Recognition Celebration in the evening on March 6th at the Greater Waldorf Jaycees. Registration for this event is to follow.



Member – National Association of REALTORS® and Maryland Association of REALTORS®

The term REALTOR® is a registered collective membership mark that identifies a real estate professional who is a member of the National Association REALTORS® and subscribes to its strict Code of Ethics.





2018 SMAR AWARDS OF EXCELLENCE

GENERAL RULES



1. DEADLINE:

- Applications must be received at the SMAR Office no later than **Friday, January 25, 2019** at 4:30 p.m. to be eligible for consideration by one of the following methods:
 - Electronically to Robin Hoffman at robinh@somdrealtors.com via **DotLoop** or **ZipLogix** (*email submissions will not be accepted*)
 - Mail or hand delivered to SMAR, 8440 Old Leonardtown Rd, Ste 211, Hughesville, MD.
- All entries will be date stamped upon receipt. Late entries will be returned to applicant without further consideration.

NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE.
THERE WILL BE NO EXCEPTIONS!

2. MEMBERSHIP ELIGIBILITY:

- Award applicant must hold primary membership in the Southern Maryland Association of REALTORS® (SMAR).

3. MEMBERSHIP DUES:

- All applicants must currently be “members in good standing” (fully paid member) with SMAR.
- Only sales and listings settled while applicant was a “member in good standing” of SMAR will be considered.

4. SALES MANAGER:

- Members who have served in managerial positions during any portion of calendar year 2018 are not eligible to receive awards.

5. LEGITIMATE PRODUCTION CREDIT:

- 100% of listing and/or selling commission must be earned in order to receive credit for 100% of production volume.
- Transactions may only be applied once if multiple applications are submitted (with the exception of Hall of Fame and Rookie of the Year).
- If more than one agent receives compensation from the listing and/or sales side of a transaction, the production must be prorated based upon the percentage of the total commission received (e.g., commission split or referral). This information should be noted in the “remarks” of the MLS or company printout.

Example #1: John and Mary co-list a property for \$100,000. If the split for the commission was 60/40, John would receive credit for 60% of the transaction and \$60,000 in total dollar volume. Mary would receive 40% of the transaction and \$40,000 in volume.

Example #2: John lists a property for \$100,000 and sells same property for the list price. John receives credit for two transactions and \$200,000 in total dollar volume.

Example #3: Mary sells a FSBO or a New Construction Property. Mary receives credit for sale side only. This sale is considered as one transaction.

- Residential Lot Sales may be counted toward the Individual Residential Production Award.
- Rentals are not included in production awards.

6. VERIFICATION OF INFORMATION:

- **Applicant must complete each applicable SMAR Official Awards Application.**
- Please note there are separate applications for Individual Residential Awards, Residential Team Awards, Commercial Awards, Rookie of the Year Awards and Hall of Fame Awards.
- Application must be signed by applicant AND manager/broker. **ORIGINAL OR ELECTRONIC SIGNATURES (NOT COPIES) ARE REQUIRED.**
- Applicant must provide information on all settled transactions.
- **For “Comp Only” Sales**, a settlement sheet must be provided for anything entered into the MLS or on the company report.
- **Each settled transaction must be documented by the following method:**
 - Bright MLS Sales report **OR** company report. To generate the Bright MLS Report, please follow these instructions:*
 1. Enter Bright MLS web site (www.brightmls.com)
 2. Login with username and password
 3. Select “Agent and Office Production” under “More” on the top menu
 4. Click on “Agent Production Report”
 5. Input start and end dates
 6. Add Subscription ID
 7. Click on “Generate Report”
- In the event there is a question about your submission, a member of SMAR’s Board of Directors or Staff will contact the Broker/Manager by phone to discuss concerns. The applicant will have until the close of business (5 p.m.) the following day to submit corrections.

7. VIOLATIONS:

- Any applicant who is found to be in violation of the awards rules and criteria or is found to have submitted any inaccurate or untruthful information will be disqualified and the matter may be brought before the Professional Standards Committee for a formal hearing.

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Submit via DotLoop or ZipLogix to Robin Hoffman at robinh@somdrealtors.com OR mail or hand deliver to SMAR, 8440 Old Leonardtown Rd, Ste 211, Hughesville, MD 20637

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SMAR AWARDS OF EXCELLENCE



Individual Residential Award Criteria

Each award applicant may qualify ***EITHER*** by dollar volume ***OR*** by number of transactions *regardless of dollar volume*. (Applicants who operate as part of a team are not eligible for this individual award. Refer to Team Awards Criteria.)

BRONZE AWARD

1 Million-1.999 Million dollar volume

OR

Completion of at least five (5) settled sale and/or listing transactions regardless of dollar volume.

SILVER AWARD

2 Million-3.999 Million dollar volume

OR

Completion of at least ten (10) settled sale and/or listing transactions regardless of dollar volume.

GOLD AWARD

4 Million-5.999 Million dollar volume

OR

Completion of at least twenty (20) settled sale and/or listing transactions regardless of dollar volume.

PLATINUM AWARD

6 Million – 9.999 Million dollar volume

OR

Completion of at least thirty (30) settled sale and/or listing transactions regardless of dollar volume.

DIAMOND AWARD

10 Million and over dollar volume

OR

Completion of at least fifty (50) settled sale and/or listing transactions regardless of dollar volume.

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SOUTHERN MARYLAND ASSOCIATION OF REALTORS® , INC.
Official Awards Application
2018 Awards of Excellence

INDIVIDUAL RESIDENTIAL SALES & LISTINGS AWARD

TO BE COMPLETED BY ENTRANT:

Please enter me, _____, (*print name as it should appear on award*) in SMAR's Awards Program for the calendar year 2018 in the category indicated below:

RESIDENTIAL Sales & Listings Categories
(check one)

____ Bronze ____ Silver ____ Gold ____ Platinum ____ Diamond

In calendar year 2018, I was responsible for _____ settled transaction units and/ or \$ _____ in volume in the category indicated above. I understand that I need to submit an additional application on the appropriate form to be considered for Rookie of the Year. I certify that my performance represented herein was mine alone and that all information and documentation that I have included is accurate and truthful. In order to receive an award, I have and I will comply with all rules and regulations approved by the Board of Directors of the Southern Maryland Association of REALTORS®.

Entrant's Signature _____
Date



TO BE COMPLETED BY BROKER/MANAGER:

I, (*print name*) _____, Broker/Manager for (*print name of firm*) _____ do hereby certify that all of the information and documentation as presented by the entrant as referenced above is accurate and truthful. I have personally verified all of the enclosed information. I agree to comply with all rules and regulations approved by the Board of Directors of the Southern Maryland Association of REALTORS®.

Broker/Manager Signature _____
Date

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SMAR AWARDS OF EXCELLENCE



Commercial/Industrial Award Criteria

- Applicants may qualify for this award with leasing and/or sales transactions for the following properties: farms, acreage, commercial, industrial, and investment properties.
- Leased commercial/industrial properties may be included in volume by counting the gross value of the term of the lease (no credit is received for lease renewal options).
- Verification of applicant's production by broker or manager is required for application to be considered. Bright MLS printouts and/or broker certified agent production reports **must** accompany the application.

BRONZE AWARD - 1 Million – 1.999 Million dollar volume.

SILVER AWARD - 2 Million – 3.999 Million dollar volume.

GOLD AWARD - 4 Million – 5.999 Million dollar volume.

PLATINUM AWARD - 6 Million – 9.999 Million dollar volume.

DIAMOND AWARD - 10 Million and over dollar volume.

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SMAR AWARDS OF EXCELLENCE



Team Award Criteria

Applicants may qualify ***EITHER*** by dollar volume ***OR*** with number of settled transactions ***regardless of dollar volume.*** (Application for this award negates eligibility for individual production awards.)

Teams shall be defined according to the criteria established by the Maryland Real Estate Commission (MREC).

An agent who uses a licensed assistant to do clerical work-i.e., preparing brochures, entering listings, taking pictures, and other general clerical services, is not required to submit the licensed assistant's name for a team award.

Applicants who assist another agent on a referral basis do not necessarily constitute a team and are eligible for individual awards categories. (Referral percentages may be noted on the application worksheets.)

Bronze Award

2 Million - 3.999 Million total dollar volume

OR

Eighteen (18) combined settled listings and sales transactions regardless of the dollar volume

Silver Award

4 Million – 7.999 Million total dollar volume

OR

Twenty-Four (24) combined settled listings and sales transactions regardless of the dollar volume

Gold Award

8 Million – 11.999 Million total dollar volume

OR

Thirty (30) combined settled listings and sales transactions regardless of the dollar volume

Platinum Award

12 Million – 19.999 Million total dollar volume

OR

Thirty-six (36) combined settled listings and sales transactions regardless of the dollar volume

Diamond Award

20 Million and over total dollar volume

OR

Forty-two (42) combined settled listings and sales transactions regardless of the dollar volume

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SOUTHERN MARYLAND ASSOCIATION OF REALTORS®, INC.

Official Awards Application

2018 Awards of Excellence

TEAM SALES & LISTINGS AWARD

TO BE COMPLETED BY ENTRANT:

Please enter Team _____ (print name as is it should appear on award) in SMAR's Awards Program for the calendar year 2018 in the category indicated below:

TEAM Sales & Listings Categories

(check one)

___ Bronze ___ Silver ___ Gold ___ Platinum ___ Diamond

Please print CLEARLY all members of the team: _____

In calendar year 2018, the team was responsible for _____ settled transaction units and/or \$ _____ in volume in the category indicated above. All team members understand that they need to submit an additional application on the appropriate form to be individually considered for Rookie of the Year. We certify that the performance represented herein was ours alone and that all information and documentation that we have included is accurate and truthful. In order to receive an award, we have and will comply with all rules and regulations approved by the Board of Directors of the Southern Maryland Association of REALTORS®.

Entrant's Signature

Date

TO BE COMPLETED BY BROKER/MANAGER:

I, (print name) _____, Broker/Manager for (print name of firm) _____ do hereby certify that all of the information and documentation as presented by the entrant as referenced above is accurate and truthful. I have personally verified all of the enclosed information. I agree to comply with all rules and regulations approved by the Board of Directors of the Southern Maryland Association of REALTORS®.

Broker/Manager Signature

Date

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SMAR AWARDS OF EXCELLENCE



Rookie of the Year Award Criteria

Each county (*Calvert, Charles, and St. Mary's*) is eligible to have one “rookie” winner. The “Primary Office” is defined as the Broker’s office address according to DLLR.

Applicant must have **COMPLETED FIRST FULL LICENSE YEAR** any time during the calendar year 2018. (*For example: An agent may have become licensed in June 2017 and **finished their FIRST FULL LICENSE YEAR** in June 2018.*)

Transactions that occurred during their **FIRST FULL LICENSE YEAR** (*ex: June 2017 - June 2018*) must be provided. Only settled transactions relating to the applicant’s **FIRST FULL LICENSE YEAR** (*ex: June 2017 - June 2018*) will be considered.

Broker/manager must verify date when applicant became licensed as well as provide verification for all applicable settled transactions.

Criteria is based on number of settled transactions. In case of a tie, the award goes to the highest dollar volume. Rentals are not to be included.

Applicants may participate simultaneously in this category and other individual categories if all applicable qualifying criteria are met and separate applications are submitted.

Applicants are only eligible for “Rookie of the Year” if **they are a first-year-licensee and have not previously been licensed in Maryland or in any other jurisdiction.**

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SOUTHERN MARYLAND ASSOCIATION OF REALTORS®, INC.

Official Awards Application

2018 Awards of Excellence

ROOKIE OF THE YEAR AWARD

TO BE COMPLETED BY ENTRANT:

Please enter me, _____ (print name as is it should appear on award) in SMAR's Awards Category of Rookie of the Year for the calendar year of 2018.

Date Licensed: _____

My primary office is located in _____ County.

- I understand that I may also be eligible for other categories of the 2018 Awards of Excellence, and that I must submit the appropriate application for those awards. _____ (initial)
I certify this is my first full year in real estate ending in calendar year 2018, and that I have NEVER held a license to sell real estate in this or any other state. _____ (initial)

In my first full year in real estate which ended in calendar year 2018, I was responsible for _____ settled transaction units which totaled \$ _____ in volume. I certify that my performance represented herein was mine alone and that all information and documentation that I have included is accurate and truthful. In order to receive an award I have and I will comply with all rules and regulations approved by the Board of Directors of the Southern Maryland Association of REALTORS®.

Entrant's Signature

Date

TO BE COMPLETED BY BROKER/MANAGER:

I, (print name) _____, Broker/Manager for (print name of firm) _____ located in (city) _____ do hereby certify that all of the information and documentation as presented by the entrant as referenced above is accurate and truthful. I have personally verified all of the enclosed information. I agree to comply with all rules and regulations approved by the Board of Directors of the Southern Maryland Association of REALTORS®.

Broker/Manager Signature

Date

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