



8440 Old Leonardtown Road, Suite 211, Hughesville, MD 20637
(301) 274-4406 • (301) 870-2323 • Toll Free: (888) 340-8727 • Fax: (240) 254-2107
info@somdrealtors.com • www.somdrealtors.com

The Voice for Real Estate in Southern Maryland™

<i>President</i> Kathy Lee Suite	<i>President - Elect</i> Judy Szyborski	<i>Vice President</i> Christopher Hill	<i>Secretary/Treasurer</i> Christopher Moore	<i>Immediate Past President</i> Lisa Van Tassel	<i>C.E.O.</i> David Jenkins
-------------------------------------	--	---	---	--	--------------------------------

To: Primary REALTOR® Members of SMAR

From: Robin Hoffman, Education & Events Director

Re: 2017 Production Awards

Date: December 27, 2017

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

1. No paper applications will be required for Individual Residential & Team Awards. Data for **Individual** and **Team** production will be **automatically** extracted from Bright MLS reports compiled by SMAR. **Comp only transactions will need to be entered into Matrix by January 22nd in order to receive credit (see instructions on page 3).** Awards will be issued based on a percentage of the overall **sales price** for each member. In addition, award recipients will be notified via email the week of January 29th to let them know which award they are qualified to receive. The percentage scale for both categories are found on page 4.
2. **PAPER APPLICATIONS MUST BE SUBMITTED FOR COMMERCIAL, ROOKIE OF THE YEAR & HALL OF FAME AWARDS.** These applications must be received at SMAR in Hughesville by **4:30 pm on January 22nd** in order to be considered. Original or Electronic Signatures are accepted. No fax copies will be accepted.

The goal is to earn an award based on the range of sales volume based on the entire SMAR Membership. This will help you achieve a greater level of award to reward your hard work no matter the market conditions. In addition, having the data pulled directly from Bright MLS streamlines the process and saves paper, time and money.

Please note: If you have any trouble entering “Comp Only” sales into Matrix, please contact Bright MLS support. If you are not receiving proper credit for a transaction, please contact the listing agent or the listing agent’s manager for it to be corrected.

We also hope you’ll join us at our 2017 Awards Recognition Celebration in the evening on March 7th at the Jaycee’s Community Center in Waldorf.



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.





2017 SMAR AWARDS OF EXCELLENCE

GENERAL RULES



1. DEADLINE:

- **Comp only transactions will need to be entered into Matrix by January 22nd** in order to receive credit for Individual Residential & Team Awards (see instructions on following page).
- **Written applications must be received at the SMAR Office no later than Monday, January 22, 2018 at 4:30 p.m. to be eligible for consideration.**
- 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. MANAGERS:

- Members who have served in managerial positions during any portion of calendar year 2017 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).

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.

6. VERIFICATION OF INFORMATION:

- **Applicant must complete each applicable SMAR Official Awards Application.** Data will be automatically pulled from Bright MLS for Individual Residential & Team Awards (no paper application necessary). Paper applications must be submitted for Commercial, Rookie of the Year & Hall of Fame and include information on all settled transactions.
- Applications must be signed by applicant AND manager/broker. **ORIGINAL OR ELECTRONIC SIGNATURES (NOT COPIES) ARE REQUIRED.**
- **“Comp Only” Sales** - *Instructions on how to enter a sale in Bright MLS if the home is not already listed:*
 1. Sign on to Keystone and proceed to add a listing.
 2. When you get to the section, attach tax record, leave blank, and click continue. Warning sign (pop up box) will appear, saying “You have not attached a Tax Record, are you sure you want to proceed?” Click Yes, and enter listing.
 3. Fill in the information in all required fields.
 4. In the General Fields Section, select YES option for “Comp Purposes Only.”
 5. In the remarks section, enter “Comp Purposes Only”
 6. In the Listing Agent ID field, enter “9999” or “12345”.
 7. In Owners Name field, enter the name of the builder or seller.
- **For Rookie of the Year & Commercial Awards: Each settled transaction must be documented by the following method:**

MRIS Million Dollar Sales Criteria (M\$SC) Report Form (MRIS Reports only - office reports will not be accepted). To generate this report, please follow these instructions:

 1. Enter MRIS web site (www.mris.com)
 2. Login using MRIS # and SAFEMLS Password
 3. Click “Administration” on bottom left hand menu
 4. Click on “Agent Sales Report”
 5. Choose “You are either Listing or Selling Agent” under Report Type
 6. Select year 2017
 7. Click on “Show Results”
 8. Adjust for any shared sales
 9. Click on “Create Final Report”
 10. Print Report
- In the event an applicant is contacted regarding their submission, the applicant will have until the close of business (5 p.m.) the following day to submit corrections if necessary.

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.

Mail or hand deliver paper applications to SMAR, 8440 Old Leonardtown Road, Suite 211, Hughesville, MD 20637 on or before Monday, January 22, 2018.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

NO FAX COPIES WILL BE ACCEPTED!



SMAR AWARDS OF EXCELLENCE



INDIVIDUAL RESIDENTIAL CRITERIA

Production earned **over 1 Million** in Sales volume is divided as follows:

- Bronze: 1 – 29% of overall sales volume
- Silver: 30 – 54% of overall sales volume
- Gold: 55 – 79% of overall sales volume
- Platinum: 80 – 89% of overall sales volume
- Diamond: 90 – 100% (the top 10%)

TEAM CRITERIA

Team members and/or managers: Please send an email to robinh@somdrealtors.com (Robin Hoffman) with the team name and members.

Production earned **over 3 Million** in Sales volume is divided as follows:

- Bronze: 1 – 19% of overall sales volume
- Silver: 20%-39% of overall sales volume
- Gold: 40%-59% of the overall sales volume
- Platinum: 60%-79% of the overall sales volume
- Diamond: 80% to 100% (the top 20%)

Please remember:

- Data will automatically be extracted by MRIS reports and compiled by SMAR for Individual Residential & Team Awards. No paper application necessary these awards.
- **Enter your FSBO listing's into Matrix by January 22nd.** Instructions are found on page 3.
- If you are a member of a team, please email Robin Hoffman at robinh@somdrealtors.com the list of team members.
- An email will be sent to those eligible for an award the week of January 29th. An option to opt-out from receiving the award will be included. If you wish to have a plaque made, a link will be provided to order.
- Those registered for the event will receive a printed certificate or plaque (if ordered). Electronic certificates will be provided on our website.

How does the percentage scale work?

To illustrate: 400 SMAR members had a minimum of 1 million to qualify for the Individual Residential* award. Based on this year's percentages approved by the SMAR Board of Directors, the following number of members would receive the following awards:

- Diamond (top 10%) = top 40 producers
- Silver (next 25%) = next 100 producers
- Platinum (next 10%) = next 40 producers
- Bronze (next 30%) = next 120 producers
- Gold (next 25%) next 100 producers

*From the roster, Brokers/Managers are noted and removed since they are not eligible for awards. In addition, team members are noted to be assessed for the Team award. Team members are not included in the percentages for the Individual Residential Award.



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. MRIS 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.

**Mail or hand deliver applications to SMAR, 8440 Old Leonardtown Road, Suite 211,
Hughesville, MD 20637 on or before Monday, January 22, 2018.**

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

NO FAX COPIES WILL BE ACCEPTED!



SMAR AWARDS OF EXCELLENCE



Rookie of the Year Award Criteria

Each county in SMAR's jurisdiction (*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 2017. (*For example: An agent may have become licensed in June 2016 and **finished their FIRST FULL LICENSE YEAR** in June 2017.*)

Transactions that occurred during their **FIRST FULL LICENSE YEAR** (*ex: June 2016 - June 2017*) must be provided. Only settled transactions relating to the applicant's **FIRST FULL LICENSE YEAR** (*ex: June 9, 2016 - June 8, 2017*) 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.**

Mail or hand deliver applications to SMAR, 8440 Old Leonardtown Road, Suite 211, Hughesville, MD 20637 on or before Monday, January 22, 2018.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

NO FAX COPIES WILL BE ACCEPTED!

SOUTHERN MARYLAND ASSOCIATION OF REALTORS®, INC.

Official Awards Application

2017 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 2017.

Date Licensed: _____

My primary office is located in _____ County.

- I understand that I may also be eligible for other categories of the 2017 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 2017, 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 2017, 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 as set forth 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 as set forth by the Board of Directors of the Southern Maryland Association of REALTORS®.

Broker/Manager Signature

Date

Mail or hand deliver applications to SMAR, 8440 Old Leonardtown Road, Suite 211, Hughesville, MD 20637 on or before Monday, January 22, 2018. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. NO FAX COPIES WILL BE ACCEPTED!



SOUTHERN MARYLAND ASSOCIATION OF REALTORS® , INC.

*Official Awards Application
2017 Awards of Excellence*



HALL OF FAME AWARD

CRITERIA: Based on receipt of SMAR Awards of Excellence Sales Production Awards for 5 (five) separate years, not necessarily consecutive (minimum one million dollars in sales per year prior to 1997 OR a minimum of one million dollars in sales and/or transactions in 1997 OR thereafter.)

PLEASE NOTE: *This application is for NEW Hall of Fame Members. Current members of the Hall of Fame need not re-apply.*

TO BE COMPLETED BY ENTRANT:

Please enter me, _____ (print name as it should appear on award) in SMAR’s Awards Category for the calendar year 2016 for the Hall of Fame Award.

LIST BELOW FIVE (5) YEARS YOU WERE A RECIPIENT OF SMAR’S AWARDS OF EXCELLENCE

Year	Award Level Received

Year	Award Level Received

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 as set forth by the Board of Directors of the Southern Maryland Association of REALTORS®.

Broker/Manager Signature

Date

Mail or hand deliver applications to SMAR, 8440 Old Leonardtown Road, Suite 211, Hughesville, MD 20637 on or before Monday, January 22, 2018.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.
NO FAX COPIES WILL BE ACCEPTED!