



## RECOGNITION OF EXCELLENCE

### CRITERIA & INSTRUCTIONS

#### I. PURPOSE

The Recognition of Excellence was created to recognize and encourage outstanding Sales Agent and Broker members of the Greater San Diego Association of REALTORS®.

#### II. ELIGIBILITY

The Recognition of Excellence is voluntary and available to all REALTOR® Members of SDAR and are otherwise members in good standing with no ethics violations during the period.

Unlicensed agents performing any assistance with listings for teams or individuals are not eligible to apply for individual awards or be listed as a team member.

#### III. PERIOD

Transactions settling between November 1, 2015 and October 31, 2016 may be used to qualify for recognition as a member of the Recognition of Excellence. Applications will be accepted between November 1, 2016 and December 16, 2016, applications received after the deadline will not be included.

#### IV. CATEGORIES

SDAR recognizes all members who have achieved a minimum dollar amount or number of units during the designated period.

Criteria to qualify:

INDIVIDUAL LEVELS	SALES VOLUME/UNITS
Silver	\$15 - \$25 Million or 15-unit minimum
Gold	\$25 - \$50 Million or 25-unit minimum
Platinum	Over \$50 Million or 40-unit minimum

TEAM LEVELS	UNITS
Silver	45 – 69 units
Gold	70 – 99 units
Platinum	100+ units

## **V. HOW TO APPLY**

Fill out an application at [www.sdar.com/awards](http://www.sdar.com/awards). All applications must be submitted by November 20, 2016.

## **VI. CRITERIA**

- All transactions must be listed in the MLS to count toward the amount or unit numbers.
- Only the original listing agent and the final selling agent may take credit for the listing and the sale.
- Each side equals one transaction unit. Therefore, if an applicant sells his or her own listing, it is considered two (2) transactions and the full sales price is counted twice for allowable volume.
- Transactions with pending arbitration or litigation may be included in the application accompanying a brief explanation and will be counted towards sales awards, provided there is resolution of transaction by December 15th. If the transaction will not change the level awarded, it is best to leave it off of the application.
- All qualify as an individual except:
  - Team leads with a DBA as a team.
  - Those who get an MLS credit on a transaction with a licensed agent.
- To qualify as a team:
  - Teams are defined as more than one licensed person and all members listed must be a member at the time the application is due. The application cannot be changed after it has been submitted.
  - Individuals who qualify for an individual award can also qualify as a team member (except for Team Leads) and your production will count towards overall team totals.

## **BEFORE SUBMITTING, VERIFY YOUR APPLICATION CONTAINS THE FOLLOWING:**

**1. Application** – Must be submitted TYPED.

**2. Agent Combined Sales & Listing Report** - Submit printed MLS Sales Reports with additional explanation as necessary. Number and initial each page.

## **VII. AUDIT & VERIFICATION OF APPLICATIONS**

SDAR reserves the right to review any application for inaccuracies or misrepresentations of credit. SDAR staff and assigned task force members may also audit all the applications from any office where another agent has been found to have submitted an inaccurate or false application. Brokers should carefully review all applications prior to attaching their signature and claiming that they have seen and know the documentation to be true.

## **VIII. NOTIFICATION OF ACCEPTANCE**

Once all applications have been processed, confirmation notices will be emailed to applicants at the email address provided on the application. Notifications will confirm application information and award level. Please note, SDAR is not responsible for emails that are caught by the recipients' SPAM filter.

### **IX. APPEALING AWARDS RESULTS**

Applicants may contest results in writing to the Real Estate Circle of Excellence Awards Committee. Every effort will be made to review appeals prior to any publication; however, this may not be possible if received later than December 31st.

### **X. USE OF AWARDS IN ADVERTISING**

The use of SDAR Recognition of Excellence designations in advertising is reserved for active SDAR members in good standing and is permitted only upon receipt of notification from SDAR. Guidelines for usage of Sales Awards are below:

- Recognition of Excellence recognition for the current year shall, when used in advertising in print and on business cards, be identified as SDAR Recognition of Excellence 2016.
- Recognition of Excellence for previous years shall, when used in advertising, be identified with the designation of at least one of the years in which the award was earned. i.e.: SDAR Recognition of Excellence, 2015.
- Recipients of SDAR Awards shall, when citing the awards in advertising, be sensitive at all times to potential misrepresentation when more than one REALTOR® is a recipient of the same award. EXAMPLE: "Number One Real Estate Agent" when, in fact, the agent is a recipient listed alphabetically with all other recipients.
- SDAR Members and their firms shall refrain from advertising the names of nominees and/or Recognition of Excellence winners until receipt of SDAR notification.

#### **WHERE TO FILE:**

**By Email:** Completed and signed applications along with required MLS documentation can be emailed to [clesniak@sdar.com](mailto:clesniak@sdar.com). Incomplete applications will not be accepted.

**By Fax:** (858) 715-8088. SDAR is not responsible for faxed applications that are not legible. It is the applicant's sole responsibility to make sure his/her application is received.

**By Mail/  
In Person:** Real Estate Circle of Excellence Awards Committee  
4845 Ronson Court, San Diego, CA 92111