

Broker Checklist for NABOR Awards

***USE THIS HANDY CHECKLIST TO BE SURE
ALL REQUIRED INFORMATION IS PROPERLY SUBMITTED!***

_____ 2011 **Broker Verification Form - Current Broker** - signed and dated by Manager or Broker

_____ Check box for either Residential or Commercial

_____ Check box if this now makes agent a New Life Member

_____ 2011 **Broker Verification Form – Previous Broker** (if applicable) signed and dated by Manager or Broker

_____ Individual or Team **Business Card** attached to Current Broker Verification Form

_____ Company **computer records** from current Broker and former Broker, if applicable, for each individual or team member **showing the total GCC**

_____ Any **supporting documents** such as HUDs or payroll checks for any amounts added back to Broker total GCC statement

_____ **ONLY IF USING AN UPDATED PHOTO-** Include a CD, in a protective case, labeled with company, first and last name. **REMINDER: Teams get one (1) picture.**

_____ **Awards Alpha Form** - Cover sheet on envelope front with all individual and team member's names listed in alphabetical order, by last name, in winning category.

_____ 2012 **Awards Order Form** and payment

_____ **Realtor of the Year** Nomination Form (blue form)

_____ **Rookie of the Year** Nomination Form (green form)

_____ Signed **Advertising Approval Form**

_____ **Honor Society Application**

_____ All documents must be submitted in one large envelope with the cover sheet attached to the front, please.

PLEASE CALL THE NABOR OFFICE 985-674-4233 IF THERE ARE ANY QUESTIONS ABOUT THE DOCUMENTS THAT MUST BE SUBMITTED.

Many thanks for your assistance with this!

NORTHSHORE AREA BOARD OF REALTORS®
2011 ROOKIE OF THE YEAR NOMINATION FORM (green form)

PRINT:

Name of Nominee : _____

Nominee's RE License Issue Date: ____/____/____ Joined NABOR Date: ____/____/____

Nominee Contact #: _____ Nominee's Parish: _____

Name of person nominating Rookie: _____ Phone: _____

Nominee's Company Name: _____

Address City, State, Zip

Broker's Name: _____ Phone: _____

Two (2) stapled copies of each Rookie Nomination Form and all supporting documents must be submitted together. Attach all supporting documents describing each of the following activities. Nominations will not be considered without that detail of activities. Nomination Form must be signed below.

JUDGING CONSIDERATIONS FOR ROOKIE OF THE YEAR:

- **REALTOR® SPIRIT:** - high principles, faithfulness to laws and regulations of the National Association of REALTORS® Code of Ethics and the local NABOR Association; practice and promotion of the principles of good real estate among other brokers and the general public;
- **CIVIC ACTIVITY:** - local, state, or national level participant in civic or service organizations, charitable organizations, political action group, fraternal or religious groups, etc;
- **REALTOR® ACTIVITY:** - local, state and/or national level participation in REALTOR® association activities, including broker office, board, team or work group participation, special assignments, membership in an institute, affiliate or society; local, state and national association meeting attendance; support of local events and fundraisers;
- **EDUCATIONAL CREDITS:** - completion of seminars and/or designation coursework, not including licensing requirements;
- **BUSINESS ACTIVITY:** - recognized for good business conduct, service to clients, imaginative and/or creative advertising, and success in the real estate industry. Minimum production of twelve (12) successfully closed transactions during the 729 calendar days.

I attest that all information and supporting documents on the 2011 Rookie Nominee is true:

Signature of person nominating *Rookie of Year*

Date

NORTHSHORE AREA BOARD OF REALTORS®
2011 REALTOR OF THE YEAR NOMINATION FORM (blue form)

PRINT: Name of Nominee : _____ Agent Broker

Total # of Years in Real Estate Industry: _____ Year Joined NABOR: _____

Nominee Contact #: _____ Nominee's Parish: _____

Name of person nominating Realtor of Year: _____ Phone: _____

Nominee's Company Name: _____

Address, City, State, Zip

Broker's Name: _____ Phone: _____

Two (2) stapled copies of each Realtor of Year Nomination Form and all supporting documents must be submitted together. Attach a list of all Nominee's designations and certifications, along with all supporting documents, describing each of the following activities. Nominations will not be considered without that detail of activities. Nomination Form must be signed below.

JUDGING CONSIDERATIONS FOR REALTOR OF THE YEAR:

- **REALTOR SPIRIT** - high principles, faithfulness to laws and regulations of the code of ethics and the local association; practice and promotion of the principles of good real estate among other brokers and the general public;
- **CIVIC ACTIVITY** - local, state, or national level participant in civic or service organizations, charitable organizations, political action groups, fraternal or religious groups, etc.;
- **LOCAL BOARD ACTIVITY** - director or officer of the board with accomplishments; member of a standing team with accomplishments; member of a work group with accomplishments; member or officer of a local chapter of an institute, society or affiliate; attendance at meetings, events and functions;
- **STATE ASSOCIATION ACTIVITY** - state director or officer with accomplishments; member of a standing team with accomplishments; member of a work group with accomplishments; member or officer of a state chapter of an institute, society or affiliate; attendance at state meetings including spring business meetings, leadership meetings, state convention, events and functions;
- **BUSINESS ACTIVITY** - recognized for good business conduct, service to clients, imaginative and/or creative advertising, and success in real estate industry;
- **LEGISLATIVE ACTIVITY** - participates with NAR events; annual contribution to the PAC of no less than \$35 and supports the PAC helping to raise funds (i.e. drawings and other fund raising activities). Contributions will be verified.

I attest that all information and supporting documents on the 2011 REALTOR Nominee is true:

Signature of person nominating this 2011 REALTOR of Year

Date

Attach Business Card here:

NORTHSHORE AREA BOARD OF REALTORS®
REAL ESTATE SALES RECOGNITION PROGRAM
2011-12 VERIFICATION FORM

CURRENT BROKER

Must check one: **APPLICANT IS A** **PRIMARY** OR **SECONDARY MEMBER OF NABOR**

Check one: Team or Individual *(Applicants may choose to be recognized as EITHER Team OR Individual)*

Individual OR Team's Name: _____

If Team, list member names:

Check only one (1): Residential or Commercial

(Applicants may choose to be recognized in BOTH residential and commercial categories if their GCC qualifies in each category. If GCC qualifies for both categories, the Applicant must fill out a separate entry form.)

GCC PRODUCTION in SALES and LEASES

Current Company Affiliation: _____

Total Gross Closed Commission Residential \$ _____

Total Gross Closed Commission Commercial \$ _____

▶ **TOTAL** \$ _____

⇒ **IS THIS YOUR FIRST YEAR ELIGIBLE AS A NEW LIFE MEMBER?** Yes No

To qualify as a Life Member, applicant must have received a NABOR Sales Award for 5 years (does not need to be consecutive years).

Broker Verification Statement:

I, (please print) _____, do hereby acknowledge that I have reviewed this application for accuracy and attest to the fact that all information contained herein reflects a true and accurate representation of the applicant's production for the year 2011.

CURRENT BROKER/MANAGER Office: _____ City: _____

SIGNATURE

DATE

Attach Business Card here:

NORTHSHORE AREA BOARD OF REALTORS®
REAL ESTATE SALES RECOGNITION PROGRAM

2011-12 VERIFICATION FORM
PREVIOUS BROKER

Must check one: **APPLICANT IS A** **PRIMARY** OR **SECONDARY MEMBER OF NABOR**

Check one: Team or Individual *(Applicants may choose to be recognized as EITHER Team OR Individual)*

Individual **OR** Team Name: _____

If Team, list member names:

Check only one (1) Residential or Commercial

(Applicants may choose to be recognized in BOTH residential and commercial categories if their GCC qualifies in each category. If GCC qualifies for both categories, the Applicant must fill out a separate entry form.)

GCC PRODUCTION in SALES and LEASES

Current Company Affiliation: _____

Total Gross Closed Commission Residential \$ _____

Total Gross Closed Commission Commercial \$ _____

► **TOTAL** \$ _____

Broker Verification Statement:

I, (please print) _____, do hereby acknowledge that I have reviewed this application for accuracy and attest to the fact that all information contained herein reflects a true and accurate representation of the applicant's production for the year 2011.

PREVIOUS BROKER/MANAGER

Office: _____ City: _____

SIGNATURE

DATE

Advertising Approval

Participation in newspapers promoting the award recipients.

A full page color ad will run in the New Orleans Times-Picayune (Northshore Metro Zones) and the Hammond Tangipahoa Daily Star newspapers. The Times-Picayune ad is scheduled to run the Sunday after the awards luncheon, on April 1, 2012.

Brokers will be billed, under a separate cover, at a pro-rated share, based on current advertising costs and the total number of award recipients from your office. Advertising fees paid are non-refundable.

Your pro-rated share will be made known after all results are processed and after the newspapers inform the NABOR Office of that exact cost. This price is not known at this advanced time.

If your office is **not interested** in participating in these advertisements, **you must inform, in writing, the NABOR Office when your full packets are submitted on January 25, 2012. If no written notice is given by this date, that means you agree to pay your pro-rated share of the total cost of the ads.** Color pictures are run in both newspaper publications. We are sorry, but your picture can not be spilt to run in only one preferred newspaper. The exact same full page ad runs in both papers.

If the broker does not submit any missing pictures by the requested deadline, they risk the agent not appearing in the ad.

The Awards Committee determines every year the full page layout design of the winners in the newspapers.

▶ RETURN THIS PAGE IN YOUR PACKET- SIGN BELOW:

YES, my company will participate in the newspaper ads, recognizing all the winners. I understand I will be billed under separate cover.

NO, I do not want my agents recognized in the newspapers.

BROKER NAME

COMPANY

GOLD WINNERS

▶ **PRINT ALL THE AGENTS BEING SUBMITTED FOR THIS YEAR'S PROGRAM IN ALPHABETICAL ORDER BY AGENT'S LAST NAME.**

THE SPELLING OF NAMES AS THEY APPEAR ON THIS FORM WILL BE USED ON CERTIFICATES AND IN NEWSPAPERS.

LAST NAME

FIRST NAME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SILVER WINNERS

▶ **PRINT ALL THE AGENTS BEING SUBMITTED FOR THIS YEAR'S PROGRAM IN ALPHABETICAL ORDER BY AGENT'S LAST NAME.**

THE SPELLING OF NAMES AS THEY APPEAR ON THIS FORM WILL BE USED ON CERTIFICATES AND IN NEWSPAPERS.

LAST NAME

FIRST NAME

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

BRONZE WINNERS

▶ **PRINT ALL THE AGENTS BEING SUBMITTED FOR THIS YEAR'S PROGRAM IN ALPHABETICAL ORDER BY AGENT'S LAST NAME.**

THE SPELLING OF NAMES AS THEY APPEAR ON THIS FORM WILL BE USED ON CERTIFICATES AND IN NEWSPAPERS.

LAST NAME

FIRST NAME

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____
7.	_____
8.	_____
9.	_____
10.	_____

