

NORTHSHORE AREA BOARD OF REALTORS®

REAL ESTATE SALES RECOGNITION PROGRAM

2017 PROGRAM RULES AND GUIDELINES

Recognizing outstanding sales production for 2016!

Awards Committee

LINDA LAROCCA, *Co-Chair*
SUSAN KURZWEG, *Co-Chair*
SUE DERICKS
JENNIFER DRUDE
WENDY HINTON
DAVID HOLLOWAY
STEVE SKIP SCOGGIN

Peggy O'Neill, 2017 NABOR President

Patricia Oman, M.Ed., Executive Director

This Rules and Guidelines Packet was prepared in 2016 under the guidance of the Awards Committee and the NABOR Board of Directors, who approved all policy and procedure revisions for the 2017 Sales Recognition Program. Every effort was used to ensure total accuracy, but please advise if any errors are discovered.

patricia@nabors.org

Office 985-674-4233 FAX 985-674-4465

December 2016

TO: NABOR Brokers and Managers

REFERENCE: 2017 REAL ESTATE SALES AWARD RECOGNITION PROGRAM

Enclosed is the information package for the 2017 NABOR Real Estate Sales Recognition Program, recognizing outstanding sales performance for 2016. This year's program will follow the basic format as in the past, culminating with a luncheon award presentation on **March 23, 2017**, at a new venue for us, the **Vintage Court, 75082 Highway 25, Covington, LA 70435**.

Important revisions have been addressed by the Awards Committee and the Board of Directors, so please be sure to read all the following pages. Your careful attention and strict adherence to all criteria is necessary to preserve the integrity of this awards program. Any violation of the published guidelines shall be addressed by the Awards Committee and, at their discretion, may be subject to a warning, and/or disqualification in this year and future programs, all subject to final approval by the NABOR Board of Directors.

Please be aware of all important dates and deadlines that are outlined. These have been designed to effectively and fairly process all entries while keeping the awards program on target. Thank you for understanding that any late submissions or those diverting from the established guidelines, risks not being accepted. Fees for late or incomplete submissions will be assessed.

The rules and guidelines reflect revised procedures and policies that must be adhered to by everyone in order to participate in the NABOR Awards Program. **All hardcopy completed applications, forms and supporting documents must be personally delivered or U.S. Mailed to the NABOR Office (not postmarked by) no later than 2:00pm on MONDAY JANUARY 23, 2017. No email, scans, FAX or any type of electronic returns will be accepted.**

Brokers will be assessed fees for every submission returned in any other way than required or after the January 23rd deadline. Fees will also be assessed for any missing documents.

Congratulations to all our distinguished NABORS for achieving such impressive accomplishments in the real estate industry. Louisiana's northshore is fortunate to have such a tremendous Realtor association making a positive difference in our community.

CONGRATULATIONS, NABORS !
NABOR MISSION

To be a proactive and progressive professional organization providing quality services of value to the REALTOR® member and communities of St. Tammany, Tangipahoa and Washington Parishes of Louisiana

2017 NABOR REAL ESTATE SALES RECOGNITION PROGRAM

PURPOSE:

In order to accord recognition to association members for outstanding contributions in furthering property ownership and to recognize the part played in finding locations to shelter private citizens and businesses, and for devotion to improving the real estate industry in general, the Northshore Area Board of REALTORS® has instituted the REAL ESTATE SALES RECOGNITION AWARDS PROGRAM. This special awards program is based on sales and leasing accomplishments during a particular calendar year, 2016.

Criteria for submitting entries and the basis for judging are described herein.

All correspondence and matters relating to the program should be directed to the Awards Committee through the NABOR Executive Director, Patricia Oman, NABOR, 3500 Highway 190, Suite 205, Mandeville, LA 70471, 985-674-4233.

All information, documentation, inquiries or submissions pertaining to the Real Estate Sales Recognition Program are confidential. The broker speaks for their own agents entering the awards program. No other agent, friend, family member, committee member or director can speak for or inquire about entries or request results on behalf of someone else.

Under no circumstances will any award results be revealed prior to the Awards Luncheon. All winners should be in attendance at the Awards Luncheon in March.

Copy before you submit -- Copies of completed and submitted applications and Broker records (written record of gross commissions from each sale or referral and property management fees calculated into total) should be retained by the Managing Broker or assignee. Supporting MLS printouts, closing statements and/or all other documentation should be held readily available in the event the Application Review Team has questions.

Any requested copies of previously submitted applications will be available for a charge of **\$30 per application. Please copy all your documents before you submit them.**

Awards applications must be returned via hardcopy only. Sorry, but no applications and/or supporting documents will be accepted electronically. Fees may be assessed for disregarding this rule.

CURRENT AWARD YEAR:

Current **production award year** is intended to mean **the year credit was earned**, not the year of the Award presentation, i.e., **2016 transactions for the 2017 Awards presentation program.**

ELIGIBILITY:

1. An applicant must have paid annual dues to NABOR as **either a primary or secondary member for the years in which the award was earned and presented (2016 and**

2017). All applicants, including every team member, must be in good standing with NABOR for both years. All applicants will be verified.

2. All applicants must have completed NAR's Cycle 4 Code of Ethics course requirement (2013-2016).
3. **Agents holding dual memberships with other associations are eligible to participate in the NABOR awards program, if all other required criteria are met.**
4. Any ownership interest in the real estate firm with which the applicant is affiliated is also eligible.
5. Completed applications and supported documents must all be returned to the NABOR Office by **2:00pm on JANUARY 23, 2017**. Hardcopy applications must be received, not postmarked by, through U.S. Mail or personally dropped off at the NABOR Office. No electronic applications will be accepted.
6. An agent's business card **MUST** be stapled to each application.

QUALIFICATIONS:

1. The Association uses **Gross Closed Commission (GCC) as the standard for determining awards**. Gross Closed Commission is the amount on the closing documents.
2. Listing agent/team receives gross closed commission credit generated by that agent/team to the Broker. Selling agent/team receives gross closed commission credit generated by that agent/team to the Broker.
3. If there are co-listing or co-selling agents/teams, the credit is divided based on the gross closed commission credit attributed to that agent/team by the Broker.
4. All income generated from residential and commercial sales, leases/rentals, property management, Broker Price Opinions, and referrals are included in total GCC. In the case of residential rentals, finder's fees, referral fees, etc. are viewed as compensation in this case.
5. Income generated from home warranties is excluded.
6. Lease and/or Management Fee income is counted in the year actually received (2016).
7. Closing of the transaction must be within the calendar year of the award period (2016).
8. **IMPORTANT: All sales closings must be completed by December 31, 2016.**
9. Property may be counted only once as either Residential or Commercial as determined by the MLS description.

10. Referral fees taken out by a closing Notary at closing may be added back into the Broker Commission if verification 1) appears on the closing statement, or 2) is substantiated on the listing document reflecting Commission to Company, or 3) is substantiated by the closing Notary. **Official documentation must be attached on full sized paper. No post-it notes or tiny strips of paper with handwritten numbers scribbled will be accepted as formal evidence of production.**
11. If you were with more than one company during the year, you must have written proof of production **from the Broker/Manager of your former company**, with the Broker Verification Form signed. **Provide Broker records in support of Gross Closed Commissions earned by you at their company.**
12. **The Company with whom you submit your application will be the company used in publicity ads of the Association.** No exceptions.
13. Applications must be submitted by the managing broker to the NABOR Association as part of the office group. Agents do not submit their records individually.
14. **All applications must be submitted with an itemized list of transactions.**

NABOR 2016 PRODUCTION AWARDS - APPLICANT INFORMATION

IMPORTANT:

Please review every point to be sure all requirements have been followed. Applicants missing any of the below mentioned risks not being considered for an award.

No illegible handwritten forms will be accepted. The Awards Committee must be able to clearly read all applications. Managing brokers are responsible for submitting the correct spelling of all their agent names.

1. **Completed applications and all supporting documents must be received in the NABOR Office by 2:00pm on JANUARY 23, 2017.** Please allow enough mailing time because this deadline **does not mean “postmarked by”** this date. **Late or incomplete submissions will be assessed late fees** and/or risk not being considered at all. **Late fees are \$10 per agent, per day.** Please remember that agents have worked hard to earn an award. It's the broker's responsibility to get all documents in on time.
2. Only hard copies of all documents will be accepted together in one (1) pack. Please do not ask if you can e-mail, scan, text or FAX back applications or supporting documents. This cannot be accommodated.
3. Applications can only be submitted by the managing broker, with a cover sheet that identifies the full name, address and current contact information.

4. Use a cover sheet -- All applicants must be submitted as a group in one (1) large envelope with an attached cover sheet document listing and numbering names of all applicants, **in alphabetical order (by last name)**, and GCC amounts. Easy reference of agent's office name and their office location must be visible on cover sheet. **Include every agent's business card stapled to their own application.**
 5. **IMPORTANT:** The newspapers and online ad of award winners is scheduled to appear shortly after the Awards Luncheon. The Times Picayune lays out the ad, which is the same ad used in any other papers. The TP will use the photographs they have on file from the last three (3) years. **The NABOR Office does not keep your pictures.**
 6. **If you wish to use a more current photo, please email directly to the Times-Picayune at pnorth@nola.com, ATTENTION: PATRICK NORTH.**
Important Note: Write **NABOR AWARDS 2017** in the email **SUBJECT LINE**. **Identify your name as the one in the picture.**
 7. **Be sure all names are clearly identifiable with every picture. You only send in a picture if you wish to USE AN UPDATED PICTURE OF YOURSELF.**
 8. **IMPORTANT:** The current standard Broker Verification Form will be accepted along with broker records (written record of gross commissions from each sale or referral calculated into total) and must accompany the Broker Verification Form for each applicant.
- **Note that MLS records and/or closing documents are NOT to be included with applications. These records should be maintained as supporting documents only.** The Applications Review Team may request them for clarification, as needed.
9. **IMPORTANT:** A current business card **must be stapled for each agent AND every member of a team on the application form.**
 10. Current Broker Verification Forms with the name of the applicant(s) filled in must be signed by the Broker/Manager before submitting.
 11. As it has been for years, the media billing is sent to broker offices and are **pro-rated a fee for every winner in that office.** The same full-page layout is used for all publications. The advertising fee is based on current advertising rates. **The pro-rated share is billed to the brokers at a later date, after the ad layout is confirmed and the newspapers have advised us of all costs.**

Brokers will be billed under a separate cover for the ads. Advertising costs, program participation fees and event tickets are non-refundable.

PROCESSING:

12. The Awards Review Team will supervise the processing of all awards applications. Only the authorized committee will review applicants. This is respected as confidential information. The Awards Review Team was secured in 2016 by the Board President, Awards Co-Chairs and Board of Directors.
13. Managing Brokers are asked to be available to accept calls if there are any questions when the Application Review Group meets.
14. Falsification or submission of fraudulent information may disqualify applicant and their company from participation in the NABOR Real Estate Sales Recognition Program for two (2) years. This information may also be made known to general membership.

NOMINATE A WINNER FROM YOUR OFFICE!

15. Nominations for special awards are the managing broker's privilege. Brokers are strongly encouraged to submit nominees. The NABOR Board of Directors and/or the Chairs of the Awards Committee also have the authority to nominate *Realtor of the Year*, *Rookie of the Year*, *H.B. Breeding Award*, *Administrator of the Year* and/or any other special award winners. All final winners must be in good standing with the association.

AWARD CATEGORIES:

Individual or Team

1. **Applicants should be recognized as Individuals or Teams on the Current Broker Verification Form.**
2. **If an agent has a licensed assistant, then that agent is classified as a TEAM. Two (2) licensed agents working together (team/group name or not) shall be classified as a team.**
3. **An agent who has an unlicensed assistant shall be classified as an INDIVIDUAL.**
4. Supportive documentation may be required and requested on an individual basis. Failure to provide said documents may result in disqualification, at the discretion of the committee.
5. **Before submitting any names for awards, managing brokers should verify with each agent that they are in good standing, with their NABOR dues paid in both 2016 and 2017. Agents who are not in good standing will be eliminated from participating in Awards 2017.**
6. **It is the broker's responsibility that all agents are submitted in the correct category of either Team or Individual.**
7. The Awards Committee has the discretion to reassign a category, if deemed necessary.

8. Brokers must not submit an application or information on any agent who has left them, but they think might be eligible for a production award. This causes a great deal of timely confusion. That agent who left needs to take the issue up with their current broker and apply through that office.
9. Decisions of the Awards Committee and Board of Directors are final.

Residential or Commercial

1. Applicants may choose to be recognized in both residential and commercial production if their GCC qualifies in both.
2. In order for a residential agent to count commercial production towards total production, he/she must have over 50% of his/her GCC in residential production. The same is true for commercial agents counting residential production towards commercial GCC. Residential credit can be allowed for units that do not exceed four (4) families

GCC levels are different for Individuals and Team applicants, as indicated below.

INDIVIDUAL PRODUCTION is as follows:

BRONZE..... \$ 35,000 to \$ 64,999 GCC

SILVER.....\$ 65,000 to \$ 109,999 GCC

GOLD.....\$ 110,000 to \$ 179,999 GCC

PLATINUM \$ 180,000 and over GCC

TEAM PRODUCTION is as follows:

	<u>Teams of 2-3</u>	<u>Teams 4 +</u>
Bronze	60, 000 - 99,999	100,000 – 149,999
Silver	100,000 – 144,999	150,000 – 199,999
Gold	145,000 – 199,999	200,000 - 249,999
Platinum	200,000 +	250,000 +

NEW LIFE MEMBERSHIP

Realtors who have attained sales production recognition for five (5) years, consecutive or nonconsecutive, qualify as New Life Members, as long as they remained a Realtor member in good standing with the Northshore Area Board of Realtors. **It is the Managing Broker's responsibility to advise who these agents are and return their names in the forms packets.**

Awards received from other associations or boards are not applicable to this NABOR Award.

SPECIAL HONORS AWARDS PROGRAM – 2017

The Northshore Area Board of Realtors wants to recognize its members who have dedicated their time and energy to promoting the function and activities of their association in their companies, and on local, state and national levels. These individuals most certainly deserve recognition, for without their contributions, our board could not serve its members. Only past NABOR awards are recognized to meet qualifications.

It is generally proven that leaders in our association are also leaders in their community. We, therefore, include in our Special Honors Awards criteria, consideration of a Realtor's educational, political, charitable and community activities. Agents should also have made contributions to the Political Action Committees (PAC).

Special Honors Awards are given for *Rookie of the Year*, *Realtor of the Year*, *H.B. Breeding Award*, *Affiliate of the Year*, and *Administrator of the Year*. Each brokerage office is encouraged to nominate the member among them who best meets the criteria outlined on the enclosed nomination forms. The NABOR Board of Directors may also nominate Realtors in good standing for these awards.

H.B. BREEDING AWARD

A special NABOR Honor Award is the H.B. Breeding Award. This award is named in honor of two past presidents of the northshore professional association, Mr. Oscar and Mr. Biff Breeding, who also served as *Louisiana Realtors Association* Presidents and on the national level, as Regional Vice Presidents for the *National Association of Realtors*. This impressive award may be received by a member of the NABOR Honor Society only once in a lifetime.

Please complete and return the AWARDS FORMS that follow in a separate attachment.

THANK YOU FOR YOUR INTEREST AND ONGOING SUPPORT OF ALL THE TREMENDOUS NORTHSORE REAL ESTATE COMPANIES AND THEIR AGENTS!