

NORTHSHORE AREA BOARD OF REALTORS®

REAL ESTATE SALES RECOGNITION PROGRAM

2018 PROGRAM RULES AND GUIDELINES

Recognizing outstanding industry achievements for 2017!



Awards Committee

SUE DERICKS, *Chair*
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Peggy O'Neill, NABOR President

Patricia Oman, M.Ed., Executive Director

This Rules and Guidelines Packet was prepared in 2017 under the guidance of the Awards Committee and the NABOR Board of Directors, who approved all policy and procedure revisions for the 2018 Sales Recognition Program. Every effort was used to ensure total accuracy, but please advise if any errors are discovered.

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November 2017

TO: NABOR Brokers and Managers

REFERENCE: 2018 REAL ESTATE SALES AWARD RECOGNITION PROGRAM

Enclosed is the information package for the 2018 NABOR Real Estate Sales Awards Program, recognizing outstanding sales performance for 2017. This year's program will follow the basic format as in the past, culminating with a luncheon and awards presentation on **March 15, 2018**, at a new venue, Keith Young's *The Greystone* in Mandeville. Luncheon reservations will be available in early February. Advanced registration only.

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 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 received in the NABOR Office no later than 2:00pm on WEDNESDAY, JANUARY 17, 2018 (not postmarked by). Sorry, but 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 and/or after the January 17th deadline. 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.

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

2018 NABOR REAL ESTATE SALES AWARDS 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.

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, Chase Bank Center, 3500 Highway 190, Suite 210, Mandeville, LA 70471**, 985-674-4233.

All information, documentation, inquiries or submissions pertaining to the Real Estate Sales Awards 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.

Every nominee must include that agent's Gross Commission Income (GCI) report (written record of gross commissions from each sale or referral and property management fees calculated into total). **Agents cannot be considered for an award without official supporting documents.**

IMPORTANT: GCI reports and all other supporting documents must be submitted on a regular 8 1/2" x 11" sized paper. Please do not attach any Post-It notes or a sliver of paper cut from a master document. Handwritten numbers scribbled on a scrap of paper will not be accepted as formal evidence of production.

Managers should make copies of everything before they submit documents for awards. Any requested copies of previously submitted applications will be charged **\$30 per application**.

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 request.

CURRENT AWARD YEAR:

Current **production year (2017)** is intended to mean **the year credit was earned (2017)**, not the year of the Awards presentation (2018) i.e., **2017 transactions recognized at the 2018 Awards Luncheon.**

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 (2017) and presented (2018)**. All applicants, including every team member, must be in good standing with NABOR for both years. All applicants will be verified.
2. Any agents with past or pending ethics violations should be disclosed.
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. Awards received from other associations are not recognized towards criteria for a NABOR honor award.
5. Any ownership interest in the real estate firm with which the applicant is affiliated is also eligible.
6. Completed applications and supported documents must all be returned to the NABOR Office by **2:00pm on JANUARY 17, 2018**. Hardcopy applications must be received, not postmarked by, through U.S. Mail or dropped off at the NABOR Office. No electronic applications will be accepted.
7. **An agent's business card MUST be stapled to each application. Media and certificates will be printed exactly as the managing broker submits the agent's name. Please carefully check all spellings!**

QUALIFICATIONS:

1. The Association uses **Gross Commission Income (GCI) Statement as the standard for determining awards**. Gross Commission is the amount on the closing documents before splits.
2. Listing and/or selling agent/team receives gross commission income 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 commission income 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 GCI. 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 (2017).
7. Closing of the transaction must be within the calendar year of the production period (2017).
8. **IMPORTANT: All sales closings must be completed by December 31, 2017.**
9. GCI may be counted only once as either Residential or Commercial.

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.
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 Commissions earned by you at each 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 (GCI statement).**

NABOR 2018 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 by the deadline.** Applications can only be submitted by the managing broker, with a cover sheet that identifies the full name, address and current contact information, along with business cards stapled to every application.

AGENT'S PHOTOGRAPHS:

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. Do not send your picture to the NABOR Office.**

2. **If you wish to use a more current photo, please email directly to the Times-Picayune at pnorth@nola.com, ATTENTION: PATRICK NORTH.**
3. Write **NABOR AWARDS 2018** in the email **SUBJECT LINE**. **Identify the name of the agent in the picture and his/her company.**
4. **Be sure all names are clearly identifiable with every picture. You only send in a photo if you wish to USE AN UPDATED PICTURE.**
5. 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 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:

6. The Awards Review Team respects the confidentiality of all award submissions.
7. Managing Brokers are asked to be available to accept calls if there are any questions when the Application Review Group meets in January 2018. Timely responses are critical.
8. Falsification or submission of fraudulent information may disqualify applicant and their company from participation in the NABOR Real Estate Sales Awards Program for two (2) years. This information may also be made known to general membership.
9. Nominations for special awards are the managing broker's privilege. Brokers are strongly encouraged to submit nominees. Special awards are: *Realtor of the Year*, *Rookie of the Year*, and *Administrator of the Year*. All final winners must be in good standing with the association with no pending ethics violations.

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. **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 2017 and 2018. Membership status will be verified. Agents who are not in good standing will be eliminated from participating in Awards 2017-2018.**
5. **It is the broker's responsibility that all agents are submitted in the correct category of either Team or Individual.**
6. The Awards Committee has the discretion to reassign a category, if deemed necessary.
7. Brokers must not submit an application or any information on any agent who is no longer associated with that firm
8. 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 GCI 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 GCI in residential production. The same is true for commercial agents counting residential production towards commercial GCI. Residential credit can be allowed for units that do not exceed four (4) families.

GCI levels are different for Individuals and Team / Group applicants, as indicated below:

INDIVIDUAL PRODUCTION is as follows:

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

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

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

PLATINUM \$ 180,000 and over GCI

TEAM OR GROUP PRODUCTION is as follows:

	<u>Teams of 2-3</u>	<u>Groups of 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 +