

NORTHSHORE AREA BOARD OF REALTORS®

REAL ESTATE SALES RECOGNITION PROGRAM

2019 PROGRAM RULES AND GUIDELINES

Recognizing outstanding industry achievements for 2018!



AWARDS COMMITTEE

Sue Dericks, *Chair*
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Karen Guerra, 2019 NABOR President

Steven Hayes, 2020 NABOR President

Deanna Menesses, CAE, Association Executive

This Rules and Guidelines Packet was prepared in 2018 under the guidance of the Awards Committee and the NABOR Board of Directors, who approved all policy and procedure revisions for the 2019 Sales Recognition Program.

Numerous repeated and cross-referenced efforts are used to ensure total accuracy in these criteria and when processing applications, but please advise if any errors are discovered.

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December 2018

**Checkout Changes
In 2019!**

TO: NABOR Brokers and Managers

REFERENCE: 2019 REAL ESTATE SALES AWARD RECOGNITION PROGRAM

Enclosed is important information concerning for the 2019 NABOR Real Estate Sales Awards Program, recognizing outstanding sales performance for 2018. This year's program will follow the basic format as in the past, with a few important changes, culminating with a luncheon and awards presentation on **March 21, 2019**, at a lovely venue, Keith Young's *The Greystone* in Mandeville. Luncheon sponsorships and reservations will be available in early February. Advance registration only.

Important revisions have been addressed by the Awards Committee and the Board of Directors, so 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, risk 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 postmarked by 2:00 pm, January 15, 2019, and received in the NABOR Office no later than 2:00 pm, Saturday, January 19, 2019. Sorry, but no email, scans, text or any type of electronic returns will be accepted. Brokers should make their own copies of all documents submitted.**

Brokers will be assessed fees for every submission returned in any other way than required after the 2:00 pm, January 19, 2019 deadline. Late fees are \$10 per agent, per day. Please remember that agents have worked hard to earn an award. It's the managing 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 NABOR REALTORS® AND THEIR COMPANIES!

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*

2019 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 inquiries relating to the program should be directed to the Awards Committee through the NABOR Association Executive, Deanna Menesses, **NABOR, Chase Bank Center, 3500 Highway 190, Suite 210, Mandeville, LA 70471**, 985-674-4233 or office@nabors.org.

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 or committee member can speak for or inquire about entries or request results on behalf of someone else.

Under no circumstances will 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 will be assessed for disregarding this request.

CURRENT AWARD YEAR:

Current **production year (2018)** is intended to mean **the year credit was earned (2018)**, not the year of the Awards presentation (2019) i.e., **2018 transactions recognized at the 2019 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 (2018) and presented (2019). 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 **2:00 pm, January 19, 2019.** 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. **Every agent's business card MUST be STAPLED to their application (no paper clips). 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 (2018).
7. Closing of the transaction must be within the calendar year of the production period (2018).
8. **IMPORTANT: All sales closings must be completed by December 31, 2018.**
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. 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.
13. **All applications must be submitted with an itemized list of transactions (GCI statement).**

NABOR 2019 AWARDS – APPLICATION PROCESS:

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.

Completed applications and all supporting documents must be received by the deadline.

Applications can only be submitted by the managing broker, with a master cover sheet that identifies the full name, address and current contact information, along with agent business cards.

Please do not send business cards bundled up in one big stack tied together. **Every business card must be stapled (not paper-clipped) to each agent's own award's application.**

AGENT'S PHOTOGRAPHS:

1. **IMPORTANT:** The newspapers and online ad of award winners is scheduled to appear shortly after the Awards Luncheon. The NABOR Awards Committee and NOLA design the ad, which is the same if used in any other newspapers. 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 new picture to the NABOR Office.**
2. **If you wish to use a more current photo, please email directly to NOLA at matthew_guidry@nola.com, ATTENTION: MATTHEW GUIDRY.** For questions contact Matthew at 504-352-6006 (cell) or 504-826-3513 (office).
3. Write **NABOR AWARDS 2019** in the email **SUBJECT LINE.** **Identify the name of the agent in the picture and his/her company, along with contact information.**
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.**

ADVERTISING:

1. As it has been for years, the cost of all awards media advertising is equally shared among the participating real estate companies. Broker offices are **pro-rated a fee, based on the number of award recipients in that office**. Every agent is identified as one (1) picture. Teams are assessed on the number of agent/s on that team. The advertising fee is based on current advertising rates.
2. **The pro-rated share is billed to the brokers at a later date, after the ad layout is approved and published.**
3. All award recipients will appear in the media awards ad/s. Agents cannot opt out of being in the ad or not pay their pro-rated advertising share.
4. The current company that the agent is associated with at the time the award is presented in 2019, is the company name that will appear with the agent's photo.
5. The broker of, or any agent who has **changed real estate firms, is still responsible for their share of the advertising cost. Agents should advise their new broker of this policy, in advance. Agents changing brokers must submit the Change Broker Form. NOTE: This change could make your new broker responsible for advertising costs. If the new broker elects not to pay than the agent assumes full responsibility for paying the advertising fees.**
6. **Brokers will be billed under a separate cover for the awards ad/s.** Advertising costs, program participation fees and event tickets are non-refundable.

PROCESSING:

1. The Awards Review Team respects the confidentiality of all award submissions and results.
2. Managing Brokers are asked to be available to accept calls if there are any questions when the Application Review Group meets in January 2019. Timely responses are critical.
3. Falsification or submission of fraudulent information will **disqualify an applicant and their company from participation** in the NABOR Real Estate Sales Awards Program for at least two (2) years. This information may also be made known to general membership.
4. Nominations for special honor awards are the authorized parties' professional pleasure and privilege. See applications for who can nominate. **Brokers are strongly encouraged to give careful consideration and submit qualified nominees by the deadline.** Special honor awards are: *REALTOR® of the Year, Rookie of the Year, New Life Membership Award and Administrator of the Year*. All final honorees must be in good standing with the association with no pending ethics violations. Past violations should be disclosed.
5. Every effort is made to keep all honor awards confidential and a unique surprise until it is announced at the awards luncheon. Since honorees are expected to be in attendance, the broker is responsible for that special agent being at the luncheon without revealing their new award soon to be presented.
6. **Nominees for the *Rookie of the Year Award* cannot ever have been on a team. Only those recognized as working as an individual agent can be nominated.**
7. Managing Brokers should never inform or promise any agent that they will be awarded a special honor. It is not the right or privilege of any broker to prematurely advise any agent of such an honor award, erroneously based on a personal assumption, wish or expectation.

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 2018 and 2019.
 5. Membership status will be verified. Agents who are not in good standing will be eliminated, along with their production contributions from participating in Awards 2018-2019.
 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.
3. Decisions of the Awards Committee and/or 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.
3. **GCI levels are different for Individuals, Team/Group, and Mega Team applicants, as indicated on the following page:**

INDIVIDUAL PRODUCTION is as follows:

BRONZE.....	\$ 45,000	to	\$ 74,999	GCI
SILVER.....	\$ 75,000	to	\$ 119,999	GCI
GOLD.....	\$ 120,000	to	\$ 199,999	GCI
PLATINUM	\$ 200,000	and over		GCI

TEAM OR GROUP PRODUCTION is as follows:

Groups of 2 - 3

BRONZE.....	\$ 75,000	to	\$ 119,999	GCI
SILVER.....	\$ 120,000	to	\$ 174,999	GCI
GOLD.....	\$ 175,000	to	\$ 224,999	GCI
PLATINUM	\$ 225,000	and over		GCI

Groups of 4 - 5

BRONZE.....	\$ 125,000	to	\$ 174,999	GCI
SILVER.....	\$ 175,000	to	\$ 224,999	GCI
GOLD.....	\$ 225,000	to	\$ 274,999	GCI
PLATINUM	\$ 275,000	and over		GCI

MEGA TEAM PRODUCTION is as follows:

Groups of 6+

BRONZE.....	\$ 200,000	to	\$ 299,999	GCI
SILVER.....	\$ 300,000	to	\$ 399,999	GCI
GOLD.....	\$ 400,000	to	\$ 499,999	GCI
PLATINUM	\$ 500,000	and over		GCI

IMPORTANT: ERRORS and DISPUTES:

Membership should realize that the processing of award submissions, nominations and the creation of all awards is an intricate procedure that involves established rules adhered to by several committee and board members. No one person makes any one final decision or appointment. Information is respectfully and confidentially handled for the purposes of this program. Results are cross referenced numerous times to assure accuracy. Several systems of checks and balances are in place to hopefully, avoid errors. Committee members do not process their own company submissions. Every effort is made to avoid any conflict of interest.

Any questions, errors or disputes by the general membership concerning award results **must be addressed, in writing, to the NABOR Office and copied to the 2019 Awards Chair, Sue Dericks, by the managing broker only.**

Sending a text or telephone call is not a sufficient method to be used to formally address any problem issue. Details of the situation and identifying all parties involved must be clearly explained, in writing, with full contact information included. Copies of all documents should be made and retained by the sender.

Individual agents who have award concerns must make this known to their own managing broker immediately, so their broker can officially submit it on time. See deadline information below.

Issues or concerns sent in by individual agents, without the brokers signed acknowledgement, cannot be investigated. **Please note that NABOR is not responsible for any errors contained in the Times Picayune advertisement.**

IMPORTANT DEADLINE:

Brokers and/or agents have five (5) calendar days from the day of the luncheon (Thursday, March 21, 2019), to mention any problems or issues they feel need attention or correction concerning the awards results.

No changes to awards can be made on site at the venue during the luncheon on March 21st, simply based on personal testimony.

The Awards Committee will take all properly submitted concerns under immediate review and advise the broker after they have researched all details. Membership is assured that any mistakes determined to have been made by the Awards Committee will be properly addressed in a very timely manner.

The deadline for submitting concerns and/or requesting certificate copy changes is

Monday, March 26, 2019 at 12:00 noon.

After that date, awards issues are considered closed for the year.

Thank you for supporting the integrity of the

NORTHSHORE AREA BOARD OF REALTORS® SALES AWARDS RECOGNITION PROGRAM!