

**Rules for the  
2023 AWARDS of EXCELLENCE  
Eastern Middle TN. ASSN. of REALTORS®**

**INTRODUCTION**

The Awards of Excellence, is a volunteer service provided to its members by Eastern Middle TN. Assn. of REALTORS® for the purpose of honoring the members who achieve certain and specific standards of qualification. It is not a contest with winners and losers but rather an opportunity to recognize those whose qualified Real Estate Sales/Leases place them in the top percentage of qualified REALTORS®. Eastern Middle TN. Association of REALTORS® reserves the right to exercise its discretion in determining whether a nominee qualifies. The decision of the Awards of Excellence Committee is final, however the ultimate responsibility of verifying applications lies with the managing broker.

**PERSONS ELIGIBLE**

1.1 Any REALTOR® licensed as an affiliate broker or broker and is a member of the Eastern Middle TN. Assn. Of REALTORS® is eligible (primary and secondary)

**REQUIREMENTS TO QUALIFY**

2.1 In order to qualify for the **SILVER Awards of Excellence**, a nominee must have a gross volume of **\$1,250,000 or more in qualified sales** and or leases during the applicable calendar year.

2.2 In order to qualify for the **GOLD Awards of Excellence**, a nominee must have gross volume **\$2,500,000 or more in qualified sales** and or leases during the applicable calendar year.

2.3 In order to qualify for the **PLATINUM Awards of Excellence**, a nominee must have a gross volume of **\$5,000,000 or more in qualified sales** and or leases during the applicable calendar year.

2.4 In order to qualify for the **DIAMOND Awards of Excellence**, a nominee must have a gross volume of **\$10,000,000 or more in qualified sales** and or leases during the applicable calendar year.

2.5 In order to qualify for the **SAPPHIRE Awards of Excellence**, a nominee must have a gross volume of **\$20,000,000 or more in qualified sales** and or leases during the applicable calendar year.

2.6 **Life Member:** The life member status is available to an eligible person who has received the Awards of Excellence for five consecutive years.

2.7 **Decade Member:** The decade member status is available to an eligible person who has received the Awards of Excellence for 10 consecutive years.

## **NOMINATION PROCESS**

3.1 In order to be considered for the award each eligible person must be nominated by his/her broker. The nomination must be in proper form, fully completed, submitted online and signed by the broker.

3.2 An application fee of \$100.00 must accompany each application.

3.3 The deadline is March 1, 2023. The deadline is absolute and will not be extended regardless of the circumstances.

## **FORMS**

4.1 In order to process the forms with the volunteer committee in the limited time available, it is necessary that materials submitted be done correctly. Anyone not following instructions assumes the risk that they will not be included within those receiving the awards. Be sure you understand and comply with the following rules.

4.2 All forms must be either computer generated from RealTracs, personal computer or typewritten and filled out correctly and completely.

4.3 Cover Sheet must be completed.

## **DOCUMENTATION**

5.1 The information as to each sale **MUST** include the MLS number, if available.

5.2 If an MLS number is NOT available OR if the MLS information is NOT correct or consistent with information submitted, **The Nominee MUST submit Document named "NON-MLS FORM" and the closing statement for each NON-MLS transaction.**

5.3 The nominee shall be responsible for checking the MLS productivity report to be sure comparable information is correct. Productivity reports which are not correct, should be corrected prior to deadline.

5.4 All lease transactions **MUST** be documented

5.5 Auctions: the gross sale of REAL PROPERTY shall be the total amount considered for the

## **QUALIFIED SALES - LEASES - REFERRALS**

6.1 Only "CLOSED SALES" which have been closed during the applicable calendar year with a commission paid or note taken for commission, will be considered.

6.2 REFERRALS: a referral fee is not a commission, however it is compensation for providing Realtor service and the necessary information, which results in a sale. **25% of the sales price** of

the referred transaction will be allowed toward qualifying for the Awards of Excellence. A form will be provided for the purpose of reporting referral closings.

6.3 OWNER/AGENT TRANSACTIONS will not be allowed unless the agent's broker receives a commission.

6.4 LEASES will be considered ONLY IN THE YEAR in which the lease commences. All parties and the lease in full force and effect must have signed it. Leases will be counted by **multiplying the monthly lease amount times 12 (months in a year)**.

6.5 LEASE OPTIONS are NOT eligible for inclusion until they have been exercised and in full force and effect. They are counted only in the year that the option was activated as a lease.

### **VERIFICATION**

7.1 Each nomination will be subject to review by the Awards of Excellence Committee for verification. Any transaction not reported in proper form, MAY BE REJECTED. The committee shall have the right, but not the obligation, to request from a nominee, or nominee's broker, additional information to verify satisfactorily a transaction, which is to be considered.

7.2 To IMPROPERLY give or receive credit for a transaction, or to falsify information is a VIOLATION of the Rules. Nomination form will be turned over to the Board of Directors.

### **AWARDS CELEBRATION**

8.1 There will be a special awards banquet scheduled March 30, 2023 to honor the Awards of Excellence recipients.

# 2023 Award of Excellence Application

Return with MLS Productivity Report from Realtracs

Nominee: \_\_\_\_\_  
Last First Middle

Present Office: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

I am applying for the **Silver** **Gold** **Platinum** **Diamond** **Sapphire**

Grand Total: \_\_\_\_\_ (total of all your sheets, which are attached)

## NOMINEE'S CERTIFICATION

I certify that the attached records of my sales in the year 2023 are accurate and correct.

\_\_\_\_\_  
Signature of Nominee

Name to appear for marketing as: \_\_\_\_\_

## BROKER'S CERTIFICATION

I have verified that the attached record of \_\_\_\_\_

Represents sales made through \_\_\_\_\_

of which I am Broker of Record and I hereby certify it to be accurate and correct.

\_\_\_\_\_  
Signature of Broker

# NON-MLS FORM

## Use This Form for Non-MLS Transactions

All sales that have not been reported through the MLS must be entered on this form for documentation.

**\*The Closing Statement for each NON-MLS Transaction MUST be included.**

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| PROPERTY ADDRESS | DATE OF CLOSING | SALES PRICE |
|------------------|-----------------|-------------|
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |
|                  |                 |             |

Grand Total of above listed properties \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF REALTOR®

\_\_\_\_\_  
SIGNATURE OF BROKER

\_\_\_\_\_  
COMPANY NAME

**REFERRAL TRANSACTION FORM**

(Award of Excellence Rule #6.2 Referrals: a referral fee is not a commission, however it is compensation for providing a Realtor service and the necessary information which results in a sale. **25% of the sales price** of the referred transaction will be allowed toward qualifying for the Awards of Excellence.)

| PROPERTY ADDRESS | AGENCY REFERRED TO | TOTAL SALES PRICE | APPLICANT PORTION<br>(25% OF SALES PRICE) | DATE CLOSED |
|------------------|--------------------|-------------------|---|-------------|
|                  |                    |                   |   |             |
|                  |                    |                   |   |             |
|                  |                    |                   |   |             |
|                  |                    |                   |   |             |
|                  |                    |                   |   |             |
|                  |                    |                   |   |             |

**GRAND TOTAL** \_\_\_\_\_

**NOMINEE NAME & SIGNATURE** \_\_\_\_\_

**BROKERS SIGNATURE** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_