

SOUTHSIDE VIRGINIA ASSOCIATION OF REALTORS®

SVAR Annual Awards Instruction Booklet



for Calendar Year 2017

114 Maple Grove Avenue, Colonial Heights, VA 23834
804-520-4496

Revised December 13, 2017

SUBMISSION DEADLINE IS JANUARY 16, 2018 4:30PM

SVAR 2017 Awards Package

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ALL Packets are due to the SVAR Office by January 16, 2018 by 4:30 pm. No E-mails or Faxes will be accepted. All packages MUST BE hand delivered. (Please clip your individual packets together with binder clips instead of paper clips.)

I. OUTSTANDING SALES CLUB AWARDS

1. GENERAL INFORMATION FOR RESIDENTIAL AND COMMERCIAL SALES AWARD

- A. Purpose:
- ❖ To recognize and encourage outstanding sales performance by REALTOR® members of the Southside Virginia Association of REALTORS®, Inc. (SVAR).
 - ❖ To honor and publicize their achievements as individuals and as members of the local, state, and national REALTOR® organizations that are striving to provide the highest professional service in the real estate fields.
- B. The Outstanding Sales Awards may be presented annually in conjunction with SVAR Awards Ceremony. Recipients shall be recognized in subsequent publicity.
- C. All applications and documentation shall be reviewed by the Awards Committee of SVAR to confirm the candidate's qualifications for a particular award level.
- D. Applicants for Outstanding Sales Awards must possess a valid active Virginia Real Estate license and be a member in good standing of SVAR. Good standing is defined as REALTOR® agents and brokers who have complied with all membership duties as defined by the SVAR bylaws during the award period.
- E. REALTORS® who were suspended or terminated during the award year or who have outstanding dues or assessments with the association at the time of application do not meet the "good standing" requirements.
- F. For a REALTOR® joining the Association during the award period net sales volume or units and units shall begin to accrue at the time of SVAR membership application.
- G. Applicants, who have been associated with more than one member firm of SVAR during the qualifying year, must submit complete documentation from each firm. The Managing broker with whom an agent had been previously associated during the Award period must provide all information requested.
- H. Sales Awards will be given for the following categories:
- a) Residential Outstanding Sales Club Award (Individual), based on volume or units.
 - b) Residential Outstanding Sales Club Award (Team), based on volume or units.
 - c) Commercial Outstanding Sales Award, based on sales and leasing volume
 - d) Residential Salesperson of the Year (Top Individual Residential Sales)
 - e) Commercial Salesperson of the Year (Top Commercial Production)
 - f) Lifetime Member Sales Award
- I. Any REALTOR® found guilty of a Code of Ethics violation with SVAR, or other REALTOR® Association that agent has or had an affiliation with, and in addition any violation with DPOR/Fair Housing will immediately be ineligible to receive an award for the present year of conviction.
- K. Assignment of sales to another agent is not allowed.
- L. The awards period covers the calendar year January 1 through December 31, 2017 and all gross production must be received and closed in-house during that term. All submissions must be at SVAR by **January 16, 2018 at 4:30 pm or they will not be considered.**
- M. All data sheets must be signed and initialed by both applicant and Managing Broker.
- N. All submissions may be audited by a member of the Awards Committee. If an audit is conducted, a Audit Control Sheet will be used and signed by the Auditor. At the audit, should

there be a question concerning submission, the Awards Committee may, at its discretion, contact the REALTOR® or their managing broker. A member of the awards committee shall notify the agent and his/her managing broker if any changes are made by the awards committee to an award as submitted by the agent.

O. All submissions will remain at the Association office until released by the Awards Committee. Packages will no longer be available after March 31.

P. Anyone who has been awarded an Outstanding Sales Award for five (5) years will be entitled to a LIFE MEMBERSHIP AWARD. The five years need not be consecutive. (Life members will be eligible to receive Outstanding Awards in future years.)

Q. If eligible for the Life Membership Award, REALTORS® MUST CHECK APPROPRIATE BOX ON DATA SHEET accompanying submissions. (This is only awarded once to a member. Do not reapply once you're a Life Member.)

2. SALES AWARDS CATEGORIES. To be considered for an award, applicants must meet the net volume or unit criteria outlined below.

Net Volume Criteria:

<i>SVAR Bronze Million Dollar Achievement Award</i>	<i>1 – 1,999,999 Million Dollars</i>	<i>15 – 23.99 Units</i>
<i>SVAR Silver Million Dollar Achievement Award</i>	<i>2 – 2,999,999 Million Dollars</i>	<i>24 – 35.99 Units</i>
<i>SVAR Gold Million Dollar Achievement Award</i>	<i>3 – 3,999,999 Million Dollars</i>	<i>36 – 50.99 Units</i>
<i>SVAR Platinum Multi-Million Dollar Achievement Award</i>	<i>4 – 4,999,999 Million Dollars</i>	<i>51 – 69.99 Units</i>
<i>SVAR Diamond Multi-Million Dollar Achievement Award</i>	<i>5 Million Dollars Plus</i>	<i>70 Plus Units</i>

3. TEAM AWARDS. Outstanding Sales Club Awards may be submitted on either an individual agent or as a TEAM. The Team is defined as more than one licensee, a group of licensees or more than one advertising as a team for a period of (6) months contributing to the award volume or units. Licensee shall be defined as anyone that acts in any capacity as an agent for the purpose of earning a single award. **Agents may not apply for an individual and a team award in the same calendar year.** Referrals will not count toward the Outstanding Sales Club Award in either the individual or Team categories. Remember to print your TEAM name on the Outstanding Sales Club Sheet the way you want your TEAM name to appear on the award. The names of all the team members (licensees) should be listed. New teams must advertise as a team for a period a (6) months and must submit published advertisements as proof.

4. LAND SALES. Land will be counted as:

Residential Sales Volume: At the time of closing the land is zoned agricultural or residential.

Commercial Sales Volume: At the time of closing, the land is zoned business or commercial, and/or is considered a commercial sale.

5. PERCENTAGE OF PARTICIPATION. Applicant's percentage of participation in each transaction is based on the degree of his/her involvement. Two or more licensed REALTORS® working together may not submit an application with all the volume/unit credit being given to one party unless he/she receives the total commission for the sale. No referrals will be counted. No transaction shall exceed the sales dollar total or 2 units.

EXAMPLES:

- A. Agent A lists a property. Agent B who is with another firm sells the property. Agent A receives credit for 50% of the closed property price, or one (1) UNIT. Agent B receives credit for 50% of the closed property price, or one (1) UNIT.
- B. Agent A lists a property and Agent B with the same firm, sells the property. Agent A receives credit for 50% of the closed property price, or one (1) UNIT. Agent B receives credit for 50% of the closed property price, or one (1) UNIT.
- C. Agent A lists and sells a property. Agent A receives credit for 100% of the closed property price, or two (2) UNITS.
- D. Agent A and Agent B co-list a property. Agent C sells the property. Agent A and Agent B each receive credit for 25% of the closed property price, or one-half (1/2) UNIT. Agent C receives credit for 50% of the closed property price, or one (1) UNIT.

6. PROPER DOCUMENTATION REQUIRED FOR SUBMISSION

A. Any Officially Recognized MLS Report (i.e. Matrix, Navica, etc.) For Matrix go to the reports tab then to business reports. Pick SVAR Million Dollar Production Report then enter the dates 1/2017 through 12/2017 then click the search button. The results should pull all homes you listed and closed in 2017. You must then print this report to submit with your Application. **A company report can be used only as a supplemental**

document to the Official MLS Report.

***DO NOT SUBMIT THE RAR PRODUCTION REPORT**

B. For sales data not available in the MLS, fill out the attached data sheet and submit it along with the additional documentation described below. **ONLY SALES NOT LISTED ON THE "SVAR Million Dollar Production Report" SHOULD BE SUBMITTED ON THIS FORM.** Please do not duplicate sales data on the data sheet for sales that already appear on the Million Dollar Club Report obtained from Matrix.

C. Documentation for sales not listed in MLS is required with an explanation.

7. ADDITIONAL DOCUMENTATION REQUIRED. The following transactions require a HUD statement, a ratified sales contract or other formal proof of settlement, and agent participation as additional documentation:

- A. New construction without formal listing agreement or Add-a-Comp MLS Printout.
- B. VA, FHA, RECD, and VHDA repossessions without formal listing agreement. HUD properties listed in MLS shall be considered 1-unit sales.

- C. FSBO without formal listing agreement or Add-a-Comp MLS Printout.
- D. Site agency for developers and developments in which two or more REALTORS® share listings and/or sales through agreement between themselves and their firm but listings and/or sales contracts are entered into under the name of one of the site agents only.
- E. Closings with which no formal sales agreement is available, such as an Option consummated.
- F. If no commission is paid on the transaction, unit or volume will not be considered.

II. TOP SALES AWARD

A. Top Residential Salesperson of the Year Award.

The recipient of this award will be the REALTOR® with the highest volume (price) of sales submitted.

B. Top Team of the Year Award.

The recipient of this award will be the REALTOR® Team (as defined under previous team award section) with the highest volume (price) of sales submitted.

C. Top Commercial Salesperson of the Year Award

The recipient of the award will be the REALTOR® with the highest volume of sales and leases submitted.

III. COMMERCIAL SALES AWARD CRITERIA

A. Commercial Sales: Same as Residential.

B. Commercial Leases:

1. Method of Calculation

a. Commercial leasing production is equivalent to the gross rental value stipulated in the lease.

b. Leases shall count in the year in which the lease term commences for the full volume stipulated in the original term of the lease.

2. New Leases and Renewals

a. The gross rental value of commercial leases, which commence during the calendar year, will count toward volume.

**OUTSTANDING SALES CLUB AWARD
SUBMISSION FORM – RESIDENTIAL SALES**

NAME OF APPLICANT: _____
(Print name as you wish to appear on your award)

Email: _____ (required).

Level Award Submitting For _____

FOR COMMITTEE USE ONLY

Total Sales Volume: \$ _____ Total Units: _____

Award Level: _____

Audited

By: _____ Date: _____

Did award level change as a result of this audit? Yes No | *If yes, fill out next line

*Changed from _____ Due to: _____

*I QUALIFY FOR THE LIFE MEMBER AWARD
THIS YEAR*

(Name of Firm)

*Life Member (I HAVE NOT RECEIVED IN THE
PAST) _____*

(Phone)

*Award Year: 2017 (If Life Award has been received
in the past, Do Not Check).*

Submission Deadline:

January 16, 2018 @ 4:30pm

(Office Address)

DPOR Cover Sheet attached _____

(City, State, Zip)

Date Settled	Address of Property	Sales Price	Participation %	Net Volume	Units
--------------	---------------------	-------------	-----------------	------------	-------

1	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

2	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

3	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

4	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

5	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

6	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

7	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

8	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

9	_____	X	= \$ _____	:	_____
---	-------	---	------------	---	-------

10	_____	X	= \$ _____	:	_____
----	-------	---	------------	---	-------

11	_____	X	= \$ _____	:	_____
----	-------	---	------------	---	-------

12	X	= \$:
13	X	= \$:
14	X	= \$:
15	X	= \$:
16	X	= \$:
17	X	= \$:
18	X	= \$:
19	X	= \$:
20	X	= \$:
21	X	= \$:
22	X	= \$:
23	X	= \$:
24	X	= \$:

(Attach additional pages as needed)

SUBTOTAL _____
GRAND TOTAL VOLUME _____

Units _____

TOTAL UNITS: _____

I certify the above sales production reports to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify I have neither been found in violation of the Code of Ethics by the Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of such a violation for the past two years.

By _____
(Principal Broker's Signature)

By _____
(Applicant's Signature)

Email Address

Email Address

All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification with a complaint submitted to the Grievance/Professional Standards Committee.

Broker Initials: _____

Agent Initials: _____

Outstanding Sales – Residential

SUBMISSION DEADLINE: January 16, 2018 4:30PM

**COMMERCIAL OUTSTANDING SALES AWARD
SUBMISSION FORM – LEASING & SALES**

NAME OF APPLICANT: _____
(Print name as you wish it to appear on your award)
 Email: _____ (required).
 Level Award Submitting For: _____

<u>FOR COMMITTEE USE ONLY</u>	
# of Units on Sales Side: _____	# of Units on Leasing Side: _____
Grand Total of Units: _____	Date: _____
Audited By: _____	
Award Level: _____	
Did award level change as a result of this audit? Yes or No *If yes, fill out next line	
*Changed from _____ Due to: _____	

I qualify for the life member award. I have not received in the past. _____
(Name of Firm)
Life Member _____
Award Year: 2017(If Life Award has been received in the past, Do Not Check). _____
(Phone)

(Office address)
Submission Deadline:
January 16, 2018 4:30pm

(Office address)
DPOR Cover Sheet attached _____

Commencement Date of Lease	Property Address of Tenant	Annual Rent	Term of Lease or	Present Value of Lease Discount	% of Participation	#of Units
1. _____	X _____	= _____	_____	X _____	= _____	_____
2. _____	X _____	= _____	_____	X _____	= _____	_____
3. _____	X _____	= _____	_____	X _____	= _____	_____
4. _____	X _____	= _____	_____	X _____	= _____	_____
5. _____	X _____	= _____	_____	X _____	= _____	_____
6. _____	X _____	= _____	_____	X _____	= _____	_____
7. _____	X _____	= _____	_____	X _____	= _____	_____
8. _____	X _____	= _____	_____	X _____	= _____	_____
9. _____	X _____	= _____	_____	X _____	= _____	_____

10.	X	=	X	=	_____
11.	X	=	X	=	_____
12.	X	=	X	=	_____
13.	X	=	X	=	_____
14.	X	=	X	=	_____
15.	X	=	X	=	_____
16.	X	=	X	=	_____
17.	X	=	X	=	_____
18.	X	=	X	=	_____
19.	X	=	X	=	_____
20.	X	=	X	=	_____
21.	X	=	X	=	_____
22.	X	=	X	=	_____
23.	X	=	X	=	_____
24.	X	=	X	=	_____

(Attach additional pages as needed)

SUBTOTAL \$ _____ **SUBTOTAL UNITS** _____
GRAND TOTAL \$ _____ **GRAND TOTAL UNITS** _____

I certify the above leasing production reports to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify I have neither been found in violation of the Code of Ethics by the Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of such a violation for the past two years.

By _____
(Principal Broker's Signature)

(Applicant's Signature)

E-Mail Address

E-Mail Address

All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification and filed with the Grievance/Professional Standards Committee.

Broker Initials: _____

Agent Initials: _____

Outstanding Sales – Commercial **SUBMISSION DEADLINE: January 16, 2018 4:30 PM**

V. **DISTINGUISHED PROPERTY MANAGER AWARD**

I. **General Information**

- A. Purpose
- To recognize and encourage outstanding REALTOR® property managers who are members of the Southside Virginia Association of REALTORS®, Inc. (SVAR).
 - To honor and publicize their achievements as individuals and as members of the local, state, and national REALTOR® organizations that are striving to provide the highest professional service in the real estate fields.
- B. The Distinguished Property Manager Award shall be awarded to REALTOR® members of SVAR who have attained certain achievement levels as outlined herein.
- C. The Distinguished Property Manager Award shall be presented annually in conjunction with the SVAR Awards Ceremony.
- D. All applications for Distinguished Property Manager Award shall be reviewed and approved by the Property Management Committee of SVAR.

II. **Distinguished Property Manager Award Eligibility:**

- A. Applicants must possess a valid, active Virginia Real Estate license and be a member in good standing of the Southside Virginia Association of REALTORS®
- B. Must qualify for the award by meeting **at least one** of the requirements below:
* \$60,000 Gross Management/Leasing Fees to the Company in Residential and/or Commercial. (*verification must be provided*)

* Management\Leasing of at least 50 units (single family, multi-family and commercial combined) (*verification of addresses must be provided*).
- C. All candidates must be engaged full-time as property managers. Full-time is defined as at least thirty-five (35) hours per week. Property Manager is defined as a professional who administers real estate for others in accordance with the owner's objectives and applicable laws.
- D. All candidates must perform at least seven (7) of the following ten (10) property management functions on a routine basis:
- Execute management agreements and assist owners in determining rent rate, tenant criteria, maintenance guidelines, and insurance coverage.
 - Prepare marketing plans and supervise tenant selection, lease execution, and renewal.
 - Exercise authority to incur expenses for maintenance repair.
 - Supervise personnel, employees, or contractors, and enforce operation policies and procedures.
 - Meet with tenants and conduct written property inspections.
 - Monitor receipts and expenses, including approval of invoices and service contracts.
 - Review operating statements, and prepare explanatory text.
 - Collect delinquent accounts and follow-through on evictions.
 - Assume primary responsibility for compliance with local, state, and federal regulations.
 - Advise property owner of conditions and changes in applicable laws, and recommending legal counsel be consulted, if necessary.

- E. Gross Management/Leasing Fee is defined as the fee paid to the company before ANY deductions.
- F. The awards period covers the calendar year January 1, 2016 through December 31, 2016 and all Gross Management/Leasing Fees must be received in-house during that term.
- G. Eligibility requirements shall be reviewed and are subject to change annually.
- H. Any REALTOR® found guilty of a Code of Ethics violation with SVAR, or other REALTOR® Association that agent has or had an affiliation with, and in addition any violation with DPOR/Fair Housing will immediately be ineligible to receive an award for the present year of conviction.

III. Guidelines

- A. REALTORS® that manage fifty or more rentals during the awards period shall qualify for a award irregardless of ownership in their Company.
- B. The Awards Committee may request the Property Management Committee of SVAR to audit, at the Association office, backup material supporting applications for Awards. Participating Offices' records pertinent to verification of information submitted shall be made available to the Committee upon request.
- C. Gross management, leasing, rental, and referral fees from all types of real property shall be counted. Revenue gains from the sale of real property and condo association management fees shall not be counted.
- D. Gross Management\Leasing Fees obtained individually by one person cannot be assigned to another person to meet Award requirements.
- E. If applicant was associated with more than one firm during the qualifying year, the applicant must submit together complete documentation from each firm. REALTOR® principal brokers with whom Property Manager had been previously associated during the Award period must provide all information requested.
- F. Any REALTOR® Property Manager found guilty of a Code of Ethics violation will immediately be ineligible to receive an award for the present year of conviction and the year following. REALTOR® Property Managers who were suspended or terminated during the award year or who have outstanding dues or assessments with the association at the time of application do not meet the "good standing" requirements.
 - Good standing is defined as REALTOR® agents and brokers who have complied with all membership duties as defined by SVAR bylaws during the award period.
 - For REALTOR® Property Manager joining the association during the award period, gross management\leasing fee shall be credited from time of membership application only.
- G. All entries must meet the award applications deadline and be signed by the applicant and Managing Broker(s) **Deadline is January 16, 2018 at 4:30 pm.**

Distinguished Property Manager Award Submission Form

SUBMISSION DEADLINE IS: January 16, 2018, 4:30 PM

The Southside Virginia Association of REALTORS®
Distinguished Property Manager Production Report

Life Member _____ **Award Year 2017** (If you have received this in the past Do Not Check)

Name of Applicant: _____

Print name to appear on award

Name of Firm

Phone

Email

Office Address

City, State, Zip

I certify the attached Property Management reports to be correct as per the criteria established for this award and substantiated by the records of our firm. **I certify that I have neither been found in violation of the Code of Ethics by the SVAR Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of any such violation for the past two years.** Applicant and Principal Broker must sign below prior to submission.

By _____

(Principal Broker's Signature)

(Applicant's Signature)

Email Address

Email Address

All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification and reported to the Grievance/Professional Standards Committee.

Broker Initials: _____

Agent Initials: _____

FOR COMMITTEE USE ONLY

Unit Total _____ **or Comm. Total** _____ **Audited**
By: _____

Award to be Granted YES NO

VIII.SPECIAL AWARDS

1. GENERAL INFORMATION

A. Purpose

- To recognize persons, firms or organizations that have made a significant contribution to SVAR, the real estate profession or the community.

B. A Special Awards Task Force appointed by the President-Elect shall be the approving authority for all SVAR Special Awards. The Special Awards Task Force shall be appointed by the SVAR President-Elect by December 1, 2016. The Task Force shall be led by the Awards Committee Chair, with the Chair a non-voting Member, and shall consist of a minimum of 5 SVAR Members, (2) of which must be from the awards committee. **The makeup of this Task Force is undisclosed.**

C. Any SVAR REALTOR[®], Affiliate Member or SVAR's Management Group may nominate a candidate for a Special Award via letter with the exception of the Realtor of the Year and Honor Society, these forms are provided. Every Member is encouraged to submit a nomination. If you have submitted a candidate before who was not selected, do not hesitate to resubmit that candidate for this year. Any Special Awards task force member shall be able to nominate from the floor any additional nominations for special awards during the special awards meeting.

D. All REALTOR[®] or Affiliate Members of SVAR are eligible to be nominated. Nominees should be a qualified individual who has had an impact on the Association.

E. This information is HIGHLY CONFIDENTIAL and will be given only to the Special Award Task Force members. To prevent your envelope from being opened in error, deliver it and ADDRESS THE ENVELOPE AS FOLLOWS:

CONFIDENTIAL-Special Award Nominee
Southside Virginia Association of REALTORS[®]
Special Awards Task Force
114 Maple Grove Avenue
Colonial Heights, VA 23834

F. Nominee must not have been found guilty of a Code of Ethics violation with SVAR, or other REALTOR[®] Association that agent has or had an affiliation with, and in addition any violation with DPOR/Fair Housing, as they will immediately be ineligible to receive an award for the present year of conviction and the year following.

G. The awards period covers the 2015 calendar year. All submissions must be at SVAR by **January 16, 2018 at 4:30 pm in order to be considered. No late submissions will be accepted.**

H. Applications and nominations should include:

- ✓ Name and firm of nominee.
- ✓ Signature of submitting REALTOR[®] or Affiliate member, date of application or nomination, and firm with whom the submitting REALTOR[®] or Affiliate is associated.
- ✓ Detailed narrative outlining the reasons the person, firm or organization is being nominated for a specific award.

2. **Fred C. Morene Award (Rookie of the Year)**: A new member of the REALTOR® organization who has been a full time real estate licensee (as defined within the VREB rules and regulations) for eighteen (18) months or less at time of application submission. Only one individual will be recognized annually for this award. Sales volume, **mandatory** Association participation and civic activities will be considered.

Nominees will be assessed based upon:

- a) Character, attitude and integrity, professional knowledge and ability: 20%
- b) Service to clients and customers: 20%
- c) Sufficient activity to properly test and prove the following standards: 30%
 - Number of contracts written and ratified.
 - Number of listings secured.
 - Number of closed sales, total volume of closed sales.
- d) Service to local Association of REALTORS®: 20%
- e) Activity in civic, church, and community affairs: 10%

Nominations for Fred C. Morene Award should be submitted to the Special Awards Task Force in letter form on a separate paper addressing ALL five of the above mentioned criteria, including the nominee's name, firm, background, family and personal data. Nominees are encouraged to supply letters, testimonials and any additional documentation, articles, pictures, etc., to support the five areas of assessment.

3. **REALTOR® of the Year Award**: SVAR's annual REALTOR®-of-the-Year Award is the highest honor bestowed on a SVAR REALTOR®. It recognizes individual achievement and service to the REALTOR® Organization. This award is given annually to an individual whose professional and civic activities have made a substantial contribution to SVAR and/or the real estate profession. This award is based upon the individual's contribution to the REALTOR® organization and public service. This should be submitted on the ROTY nomination form (see attached pages 20-22).

4. **Associate of the Year Award**: SVAR's Associate of the Year Award will be based on the nominee's sales, leasing or property management activity while maintaining a high level of participation in local or state association and civic involvement.

5. **Ethics in Action Award**: SVAR's Ethics in Action Award will be based on a REALTOR® who is sought out by other Realtors who are seeking advice and counsel on questions concerning the Code of Ethics and Professional Standards and who incorporate the Code of Ethics into their daily business practice.

6. **Educator Award**: SVAR's Educator Award will be based on a REALTOR® who promotes/teaches real estate within our business and to the community.

7. **Affiliate of the Year Award**: SVAR's Affiliate Award is based on applicants who participate in the association (including volunteer time at association events), participate in committees, and provide financial support of events, classes, and more, through direct sponsorship or fundraising.

8. **Legislative Award**: SVAR's Legislative Award is based on a REALTOR® who participates in the local, state or national governmental issues.

9. **Donald W. Parr Community Involvement Award**: SVAR's Community Involvement Award is based on a REALTOR® who is active in the community (school, civic, and church activities).

10. **Lifetime Achievement Award**: SVAR's Lifetime Achievement Award is based on a REALTOR® who has made significant contributions to the Association and the profession of real estate for at least 25 years.

11. **Honor Society**: Criteria provided on the SVAR Application for Membership (see attached pages 17-19).

SVAR ANNUAL HONOR SOCIETY
Application for Membership

Qualification Period: 2017 Calendar Year

Entry Deadline: Must be received by 4:30 p.m. on January 16, 2018

NAME (as you would like it to appear on the award): _____

COMPANY: _____ Cell Number: _____

ADDRESS: _____

CITY: _____ ST: VA ZIP: _____

A minimum of 125 points achieved during the qualification period is needed by applicant in order to qualify for membership in the Southside Virginia Association of REALTORS® Honor Society.

**Note: Check if eligible for life membership 5 Years _____

I.	<u>LOCAL ASSOCIATION ACTIVITY</u>	<u>POINT(S)</u>
	(Max.90pts.)	
	*Board President	_____ (25)
	Officer (other than President)	_____ (15)
	Local Board Director	_____ (15)
	Committee Chairman	_____ (10)
	Committee\Task Force Member	_____ (5)
	Committee(s): _____,	
	_____,	
	Task Force(s): _____,	

	SVAR Mediator/Ombudsman	_____ (10)
	REALTOR® of the Year (2016 Recipient only)	_____ (30)
	Salesperson of the Year- <i>Team & Individual</i> (2016 Recipient only)	_____ (30)
	Ethics Award Recipient (2016 Recipient only)	_____ (25)
	*Fred C. Morene Award - Rookie of the Year	_____ (20)
	* Lifetime Sales Award	_____ (10)
	* Lifetime Honor Society	_____ (10)
	Associate of the Year Award (2016 Recipient only)	_____ (15)
	Educator Award (2016 Recipient only)	_____ (15)
	Legislative Award (2016 Recipient only)	_____ (15)
	Community Involvement Award (2016 Recipient only)	_____ (15)
	Outstanding Sales Award (2016 Recipient only)	_____ (10)
	RPAC Fair Share Contributor	_____ (5)
	RPAC \$99 and Above Contributor	_____ (10)
	RPAC Trustee	_____ (15)
	SVAR Meetings/Events	
	Spring/Fall Membership Meeting	_____ (10)
	Annual Picnic	_____ (5)
	Annual Awards Banquet	_____ (10)
	Voted in SVAR Election	_____ (5)
	Installation	_____ (5)

** Points count regardless of year earned.*

(Maximum total points 100) **SUBTOTAL:** _____

<u>II. STATE ASSOCIATION PARTICIPATION</u>	<u>POINT(S)</u>
VAR Legislative Meeting (Feb-Day on the Hill)	_____ (10)
VAR Annual Convention	_____ (20)
*VAR President	_____ (50)
VAR Officer	_____ (30)
VAR Committee	_____ (10)
Advocacy Group Member	_____ (10)
VAR Delegate Policy Board	_____ (20)
AG Chairman	_____ (20)
Leadership Academy	_____ (15)
Leadership Academy Trustee	_____ (10)
RPAC Trustee	_____ (10)
VAR Manager of the Year	_____ (15)
VAR CRB of the Year	_____ (15)
VAR Appraiser of the Year	_____ (15)
* VAR Hall of Fame	_____ (25)
* Omega Tau Rho Fraternity	_____ (20)

** Points count regardless of year earned.*

SUBTOTAL: _____

<u>III. NATIONAL ASSOCIATION PARTICIPATION</u>	<u>POINT(S)</u>
NAR Convention	_____ (10)
NAR Mid-Year Meetings (Washington, DC)	_____ (10)
NAR Mid-Year Expo	_____ (10)
*NAR President	_____ (100)
*NAR Officer	_____ (30)
*NAR Director	_____ (20)
NAR Committee Chairperson	_____ (20)
NAR Committee Member	_____ (10)

** Points count regardless of year earned.*

SUBTOTAL: _____

<u>IV. EDUCATION (Attach course verification)</u> (50 pts. max.)	<u>POINT(S)</u>
SVAR Annual Education Fair	_____ (10)
NAR Ethics Course	_____ (15)
SVAR Sponsored Classes	_____ (10)
Brokers License (obtained in 2017 calendar year)	_____ (25)
Lecturing & Instructing, Real Estate Seminars (Volunteer time only 5 pts.\hour, Max. 20 points)	_____

(Maximum total points 50) **SUBTOTAL:** _____

V. *DESIGNATIONS HELD

(40 pts.Max. EXCEPT if at least one designation held is CRB, CRS, GRI or CCIM,-which is worth 15 pts each, 55 pts. max)

10 Points Each

ABR _____	ALC _____	AMO _____	SRS _____	ABRM _____	Green _____
ARM _____	VLS _____	CIPS _____	RAA _____	SFR _____	BPOR _____
CPM _____	IREM _____	CRE _____	RLI _____	PMV _____	MRP _____
LTG _____	e-Pro _____	GAA _____	SIOR _____	CDPE _____	

15 Points Each

GRI _____	CRB _____	CRS _____	CCIM _____
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* Points count regardless of year earned.

SUBTOTAL: _____

Total Number of Points Earned: _____

I certify the report to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify I have neither been found in violation of the Code of Ethics by the SVAR Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of any such violation for the past two years. Applicant and Principal Broker must sign below prior to submission.

By _____
(Principal Broker's Signature)

(Applicant's Signature)

Email Address

Email Address

All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification and forwarded to the Grievance/Professional Standards Committee.

Broker Initials: _____

Agent Initials: _____

