

SOUTHSIDE VIRGINIA ASSOCIATION OF REALTORS®

SVAR Annual Awards Instruction Booklet



For Calendar Year 2018

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

Revised October 24, 2018

SUBMISSION DEADLINE IS JANUARY 16, 2019 4:00PM

SVAR 2018 Awards Package

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ALL Packets are due to the SVAR Office by January 16, 2019 by 4:00 pm. No E-mails or Faxes will be accepted. All packages MUST BE COMPLETE and delivered in hard copy. (Please clip your individual packets together with binder clips instead of paper clips.)

New This Year

Late submissions will be accepted, but the late submission will be accompanied by a \$100.00 late fee per applicant. The late submission deadline is on January 18, 2019 at 4:00 pm.

PLEASE READ ALL INFORMATION BEFORE COMPLETING THE SUBMISSION FORMS

Attached is the information and instructions required for participation in the 2018 awards for excellence program. The principal and managing brokers make certain their agents understand and follow all criteria instruction and fill out the forms correctly and completely. SVAR will not be held responsible for any submissions that are not filled out correctly or are incomplete.

PURPOSE AND PREREQUISITES

1. To recognize and encourage excellence.
2. To recognize individual achievements of SVAR members, who have attained outstanding sales in the real estate field. However, firms and recipients are prohibited from publicizing recipients until the awards have been presented at the annual Awards Banquet.
3. The Awards Committee reserves the right to audit, at the Associations office, back up material submissions confirming selections.
4. The awards Committee shall keep all information pertinent to the application strictly confidential.

THE AWARD APPLICANT WILL APPLY FOR THE FOLLOWING AWARD CATEGORIES:

1. **Team award:** When an agent/entity has one or more licensed agents working for them. When these licensed agents perform anything other than routine administrative duties. When these multiple licensees' sales are counted under one agent/entity. When the team has been in place for more than 6 months.
2. **Individual award:** When an agent operates without the use of any personal staff, or has a personal staff member licensed or not who performs purely administrative duties other than those duties under the Team Award definition.
3. **Commercial Award:** When an agent is engaged in the sale or leasing of commercial property. A commercial award applicant may also apply for a residential or a team award.
4. **LIFE MEMBERSHIP AWARD:** 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.). If eligible for the Life Membership Award please complete application on page 23. (This is only awarded once to a member. Do not reapply once you're a Life Member.)

OUTSTANDING SALES AWARDS CRITERIA

1. GENERAL INFORMATION FOR RESIDENTIAL AND COMMERCIAL SALES AWARD

- A. All applications and documentation shall be reviewed by the Awards Committee of SVAR to confirm the candidate's qualifications for a particular award level.
- B. Applicants must possess a valid active Virginia Real Estate license and be a member in good standing of SVAR. 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.
- C. 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. Transferring agents can apply for a special recognition when meeting a minimum of \$1,000,000 in sales or 15 units regardless of which Association that they are members of.
- D. Any REALTOR® or REALTOR® team member 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 or any level of Fair Housing will immediately be ineligible to receive an award for the present year of conviction.

If any REALTOR® member of a team is found to be ineligible to receive an award then the entire team is considered ineligible.

- E. Referrals will not count as production.
- F. Assignment of sales to another agent is not allowed.
- G. The awards period covers the calendar year January 1 through December 31, 2018 for all sales and listings closed during that term. All submissions must be at SVAR by **January 16, 2019 at 4:00 pm or they will not be considered.**
- H. 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.
- I. TEAM AWARDS. The names of all the team members (licensees) should be listed on Form A supplement page.

J. PERCENTAGE OF PARTICIPATION. Awards will be based on the Applicant's percentage of participation in each transaction. 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.

PROPER DOCUMENTATION REQUIRED FOR SUBMISSION

- A. Any Officially Recognized MLS Report (i.e. Matrix, Navica, etc.) For Matrix go to **MARKET REPORTS** header, go to **PRODUCTION REPORT – AGENT SVAR.. A company report can be used only as a supplemental document to the Official MLS 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. Complete the attached sheet and submit it with all other forms. **All transactions not in the MLS must provide (1) The closing statement with a commission paid to the agent AND (2) The purchase agreement. If both documents are not provided, the transaction will not be considered.**

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

Gross 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</i>	<i>5 Million Dollars Plus</i>	<i>70 Plus Units</i>

<i>Dollar Achievement Award</i>		
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3. **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 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.

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

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

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: _____

(Name of Firm)

(Phone)

(Office Address)

(City, State, Zip)

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

FOR NON-MLS TRANSACTIONS ONLY

Example:

1	123 Main Street ,	\$100,000	50%	\$50,000	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	=\$	_____	:	_____

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 award period.

By _____
(Principal Broker's Signature)

By _____
(Applicant's Signature)

Cellphone #

Cellphone#

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

**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: _____

FOR COMMITTEE USE ONLY

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: _____

(Name of Firm)

(Phone)

(Office address)

(Office address)

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, 2019 4:00 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, 2018 through December 31, 2018 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 or 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 an award regardless 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, 2019 at 4:00 pm.**

Distinguished Property Manager Award Submission Form

SUBMISSION DEADLINE IS: January 16, 2019, 4:00 PM
The Southside Virginia Association of REALTORS®
Distinguished Property Manager Production Report

Life Member _____ **Award Year 2018** (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

Distinguished Property Manager Award Form

Please list below or attach a printout with addresses of rental units managed for the year January 1-December 31, 2018. Provide additional pages as necessary.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subtotal _____

Grand Total _____

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, 2018. 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 or 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 2018 calendar year. All submissions must be at SVAR by **January 16, 2019 at 4:00 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: 2018 Calendar Year

Entry Deadline: Must be received by 4:00 p.m. on January 16, 2019

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 2018</u> (Max.90pts.)	<u>POINT(S)</u>
* Board President	_____ (25)
Officer (other than President)	_____ (15)
Local Board Director	_____ (15)
Committee Chairman	_____ (10)
Committee/Task Force Member (points/per committee)	_____ (5)
Committee(s): _____,	
_____,	
Task Force(s): _____,	

SVAR Mediator/Ombudsman	_____ (10)
REALTOR® of the Year (2017 Recipient only)	_____ (30)
Salesperson of the Year-Team & Individual (2017 Recipient only)	_____ (30)
Ethics Award Recipient (2017 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 (2017 Recipient only)	_____ (15)
Educator Award (2017 Recipient only)	_____ (15)
Legislative Award (2017 Recipient only)	_____ (15)
Community Involvement Award (2017 Recipient only)	_____ (15)
Outstanding Sales Award (2017 Recipient only)	_____ (10)
RPAC Fair Share Contributor	_____ (5)
RPAC \$99 and Above Contributor	_____ (10)
RPAC Major Donor (\$250 or above)	_____ (15)
SVAR Meetings/Events	
Annual Picnic	_____ (5)
Annual Awards Banquet	_____ (10)
Voted in SVAR Election	_____ (5)
Affiliate Day	----- (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)
FPC Committee	_____ (10)
VAR Delegate Policy Board	_____ (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 (Washington, DC)	_____ (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)
SVAR Sponsored Classes	_____ (10)
Brokers License (obtained in 2018 calendar year)	_____ (20)
SVAR School Lecturers & Instructors, Real Estate Seminars (Volunteer time only 5 pts.\hour, Max. 20 points)	_____ (5-20)

(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 _____

** 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: _____

SVAR REALTOR®-OF-THE-YEAR NOMINATION FORM

1. Name of Nominee_____

2. Business Address_____

3. Achievements and Contributions:

A. Activity in Local Association (50%) (Association participation and committee work, special assignments, seminar activity and educational work, membership and offices held in local chapters of Institutes, Councils, faithfulness to principles of organized real estate, laws and regulations of this Board and NAR Code of Ethics; efforts to encourage good real estate practice among other real estate members.)

B. Activity in Community Service (15%) (local, state and national participation in civic and service clubs, charitable activities, political action, fraternal or religious groups.)

C. Activity in (VAR) State Association and (NAR) National Association (15%)

D. Business and Educational Experience (20%) (Production awards, REALTOR® Designations, public recognition of business conduct, service to clients, imaginative and creative advertising program, rehabilitation work, land utilization, etc.)

4. Present Business Affiliation:

Company Name: _____

How long connected with: _____

Title: _____

5. Length of time in real estate: _____

6. Other Comments:

Please attach current DPOR Cover Sheet.

LIFE MEMBERSHIP AWARD:

I qualify for the LIFE MEMBER AWARD this year. I have not received it in the past.
Please check the box indicating which indicates which award area in which you qualify.

- **Individual**
- **Team**
- **Commercial**
- **Property Manager**
- **Honor Society**

ADVERTISING:

In all advertising, including business cards, the term Awards of Excellence must be used when referencing the Southside Virginia Association of REALTORS® award. For the purposes of advertising the awards only the net income earned by the agent or team on sales made, listings sold, transaction fees and referral fees earned from all types of property such as residential, land, lots, commercial, business, investment properties and property management.