

NORTH PUGET SOUND ASSOCIATION OF REALTORS®

**“2018 AWARD OF EXCELLENCE INSTRUCTIONS”** – page 2 of 2

**PURPOSE OF AWARD:** The “Award of Excellence” is a service provided to the members of the North Puget Sound Association of REALTORS® for the purpose of honoring members of the Association who have achieved certain and specific high standards of qualification. The “Award of Excellence” is to recognize REALTORS® for their outstanding contributions to the Association and the real estate community. It is not a contest of winners and losers, but rather an opportunity to recognize those who qualify.

**ELIGIBILITY OF AWARD:** An applicant must be an active member of the North Puget Sound Association of REALTORS® in good standing and must meet all other qualifications. Any person who has had membership terminated or suspended during the previous twelve months shall not be considered.

**APPLICATION DEADLINE:** An application will be accepted until January 11. Advertising shall be the responsibility of the broker/agent. Information to publisher will be submitted by N.P.S.A.R. in January for any interested recipients.

**QUALIFICATION AND APPLICATION INSTRUCTIONS:**

There are three levels of awards with the following criteria (volume calculated on sales price):

Bronze Award: 12 closed sides or \$4,200,000 and 75 REALTOR® Involvement Points (Teams: 18 closed sides or \$6,300,000)

Silver Award: 20 closed sides or \$6,500,000 and 100 REALTOR® Involvement Points (Teams 30 closed sides or \$9,570,000)

Gold Award: 28 closed sides or \$9,000,000 and 150 REALTOR® Involvement Points (Teams 42 closed sides or \$13,500,000)

Only transactions that closed in the year of application qualify. An applicant having a qualified sale of a Non-MLS property, including a property owned by HUD or VA, a property “for sale by owner”, new construction, auctions or not otherwise listed properties, shall receive credit only if a commission was paid to the applicant for their services. 50% of transaction volume will be credited for co-lists and co-sales (also see Team option below). Commercial leases will be considered as a side only in the year the lease commences, with accompanying documentation. Outgoing referrals count 25% side & documentation required.

Only transactions made while the applicant is a member in good standing of the North Puget Sound Association of REALTORS® will qualify. Transactions made during the year prior to membership will not be counted. No sale or commercial lease shall be considered unless a commission has been earned, and paid to the applicant’s broker.

**DESIGNATED REALTORS®:** Designated Brokers and Principal Managing Brokers are eligible for the Designated REALTOR® Award. Minimum sales volumes are not needed to qualify. Applicant may also qualify for and receive the Broker Award of Excellence if required sales transactions are met. DR point qualification requirements are the same as the broker award.

**TEAMS:** Team award (with team as recipient, not as an individual award recipient) will be calculated on 100% of transaction volume/sides – or – individual member of a team has the option to calculate an individual award on 50% of team’s transaction volume/sides. **Each team member must meet point criteria individually. Transactions required increase by 50%.**

**LISTING SPREAD SHEET SUBMISSION:** Application must be submitted with the following information:

Closing Date	Sides (two, one or one-half)	MLS #	Address	Sales Price	Commission Paid (Y/N)
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**PROCESSING:** Applications must be submitted to the North Puget Sound Association of REALTORS® office no later than published due date for the current year. Applications must be complete in every detail. Any unusual circumstances must have a written explanation and documentation attached to the application being submitted.

Applications must be submitted on the approved form and signed by both the applicant and the broker, with accompanying checklist of REALTOR® Involvement Points, and list of closed transactions. By signing, the broker certifies that to the best of his/her knowledge that the list represents the transactions participated in by the applicant.

**NPSAR APPROVED COMMITTEES:** Association Operations; Communications; Education; Government Affairs; Professional Standards; and Grievance.

**GENERAL INFORMATION:** The Awards Task Force will administer this program, with final approval by the Board of Directors of the North Puget Sound Association of REALTORS®. The size and design of the awards shall be at the discretion of the Awards Task Force. Applicants will be notified regarding their application if the Awards Task Force has any questions or is unable to verify an item on the application. If an application is found to be blatantly fraudulent, the broker and applicant will be held responsible and Task Force has the option of filing an ethics complaint to the Grievance Committee and reserves the right to reject the application.