



CRITERIA & INSTRUCTIONS

I. PURPOSE

The Awards of Excellence was created to recognize and encourage outstanding Sales Agent and Broker members of the Greater San Diego Association of REALTORS®.

II. ELIGIBILITY

Awards are voluntary and available to all individual REALTOR® Members of SDAR who have completed New Member Orientation and are otherwise members in good standing with no ethics violations during the award period.

Award sub-committee members and any winners for the past three years are not eligible for consideration.

III. AWARD PERIOD

The award period is November 1 – October 31 each year.

IV. AWARD CATEGORIES

The following are the various categories for the Awards of Excellence:

- Broker of the Year
- REALTOR® of the Year
- Office Manager of the Year
- Affiliate of the Year
- Rookie of the Year
- Commercial Broker of the Year
- Commercial Transaction of the Year

V. HOW TO APPLY

Fill out an application at www.sdar.com/awards. All applications must be submitted by October 31, 2017.

VI. REVIEW PROCESS

- Applications will be distributed to the Awards Committee, all nominees' names will be removed and replaced with a numeric identifier to allow questionnaires to be anonymous when calculating points.
- There will be a minimum of three finalists selected in each category based on the written materials submitted. Once identified, the Awards Committee will interview each finalist and determine the winner in each category.
- The final review by the Awards Committee members will consist of an interview in person, or by conference call at nominee's option. This interview will be based

on review of the nominee's previously submitted application. This committee will then determine the person most deserving of the honor.

- The winners in each category will be known only to the Award Committee, and the Associations President and CEO, and shall be kept confidential. The names of the winners will be written on a sheet of paper and placed in a sealed envelope by the Awards Committee Chair and handed to the CEO.
- All finalists will be notified by the President or President-Elect of the Association no later than December 15th, and personally invited to attend the Installation Dinner in January for recognition. The winners and finalists will be announced that evening.

VII. AUDIT & VERIFICATION OF APPLICATIONS

SDAR reserves the right to review any application for inaccuracies or misrepresentations.

VIII. NOTIFICATION OF ACCEPTANCE

Once all applications have been received, confirmation notices will be emailed to applicants at the email address provided on the application. Please note, SDAR is not responsible for emails that are caught by the recipients' SPAM filter.

IX. APPEALING AWARDS RESULTS

Applicants may contest results in writing to the Real Estate Circle of Excellence Awards Committee. Every effort will be made to review appeals prior to any publication; however, this may not be possible if received less than 2 weeks prior to production.

X. USE OF AWARDS IN ADVERTISING

The use of SDAR Awards designations in advertising is reserved for **active** SDAR members in good standing and is permitted only upon receipt of Award Notification from SDAR. Guidelines for usage of awards are below:

- SDAR AWARDS FOR THE CURRENT AWARD YEAR shall, when used in advertising in print and on business cards, be identified as SDAR (award name) 2016.
- SDAR AWARDS GIVEN IN PREVIOUS YEARS, shall, when used in advertising, be identified with the designation of at least one of the years in which the award was earned. i.e.: award name, 2009.
- SDAR Members and their firms shall refrain from advertising the names of award nominees and/or winners until receipt of SDAR notification.

WHERE TO FILE:

By Email: Completed and signed applications can be emailed to clesniak@sdar.com. Incomplete applications will not be accepted.

By Fax: (858) 715-8088. SDAR is not responsible for faxed applications that are not legible. It is the applicant's sole responsibility to make sure his/her application is received.

**By Mail/
In Person:** Real Estate Circle of Excellence Awards Committee
4845 Ronson Court, San Diego, CA 92111



RECOGNITION OF EXCELLENCE

CRITERIA & INSTRUCTIONS

I. PURPOSE

The Recognition of Excellence was created to recognize and encourage outstanding Sales Agent and Broker members of the Greater San Diego Association of REALTORS®.

II. ELIGIBILITY

The Recognition of Excellence is voluntary and available to all REALTOR® Members of SDAR and are otherwise members in good standing with no ethics violations during the period.

Unlicensed agents performing any assistance with listings for teams or individuals are not eligible to apply for individual awards or be listed as a team member.

III. PERIOD

Transactions settling between November 1, 2016 and October 31, 2017 may be used to qualify for recognition as a member of the Recognition of Excellence. Applications will be accepted between November 1, 2017 and December 31, 2017, applications received after the deadline will not be included.

IV. CATEGORIES

SDAR recognizes all members who have achieved a minimum dollar amount or number of units during the designated period.

Criteria to qualify:

INDIVIDUAL LEVELS	SALES VOLUME/UNITS
Silver	\$15 - \$25 Million or 15-unit minimum
Gold	\$25 - \$50 Million or 25-unit minimum
Platinum	Over \$50 Million or 40-unit minimum

SMALL TEAM LEVELS (less than 9 team members)	SALES VOLUME/UNITS
Silver	\$40 Million or 45 – 69 units
Gold	\$60 Million or 70 – 99 units
Platinum	\$80 Million or 100+ units

LARGE TEAM LEVELS (9 or more team members)	SALES VOLUME/UNITS
Silver	\$60 Million or 70-99 units
Gold	\$80 Million or 100-150 units
Platinum	\$100 Million or 150+ units or

V. HOW TO APPLY

Fill out an application at www.sdar.com/awards. All applications must be submitted by December 31, 2017.

VI. CRITERIA

- Only the original listing agent and the final selling agent may take credit for the listing and the sale.
- Each side equals one transaction unit. Therefore, if an applicant sells his or her own listing, it is considered two (2) transactions and the full sales price is counted twice for allowable volume.
- Transactions with pending arbitration or litigation may be included in the application accompanying a brief explanation and will be counted towards sales awards, provided there is resolution of transaction by December 31st. If the transaction will not change the level awarded, it is best to leave it off of the application.
- All qualify as an individual except:
 - Team leads with a DBA as a team.
 - Those who get an MLS credit on a transaction with a licensed agent.
- To qualify as a team:
 - Teams are defined as more than one licensed person and all members listed must be a member at the time the application is due. The application cannot be changed after it has been submitted.
 - Individuals who qualify for an individual award can also qualify as a team member (except for Team Leads) and your production will count towards overall team totals.

BEFORE SUBMITTING, VERIFY YOUR APPLICATION CONTAINS THE FOLLOWING:

2. Agent Combined Sales & Listing Report - Submit printed Sales Reports with additional explanation as necessary. Number and initial each page.

VII. AUDIT & VERIFICATION OF APPLICATIONS

SDAR reserves the right to review any application for inaccuracies or misrepresentations of credit. SDAR staff and assigned task force members may also audit all the applications from any office where another agent has been found to have submitted an inaccurate or false application.

VIII. NOTIFICATION OF ACCEPTANCE

Once all applications have been processed, confirmation notices will be emailed to applicants at the email address provided on the application. Notifications will confirm application information and award level. Please note, SDAR is not responsible for emails that are caught by the recipients' SPAM filter.

IX. APPEALING AWARDS RESULTS

Applicants may contest results in writing to the Real Estate Circle of Excellence Awards Committee. Every effort will be made to review appeals prior to any publication; however, this may not be possible if received later than January 12, 2018.

X. USE OF AWARDS IN ADVERTISING

The use of SDAR Recognition of Excellence designations in advertising is reserved for active SDAR members in good standing and is permitted only upon receipt of notification from SDAR. Guidelines for usage of Sales Awards are below:

- Recognition of Excellence recognition for the current year shall, when used in advertising in print and on business cards, be identified as SDAR Recognition of Excellence 2016.
- Recognition of Excellence for previous years shall, when used in advertising, be identified with the designation of at least one of the years in which the award was earned. i.e.: SDAR Recognition of Excellence, 2015.
- Recipients of SDAR Awards shall, when citing the awards in advertising, be sensitive at all times to potential misrepresentation when more than one REALTOR® is a recipient of the same award. EXAMPLE: "Number One Real Estate Agent" when, in fact, the agent is a recipient listed alphabetically with all other recipients.
- SDAR Members and their firms shall refrain from advertising the names of nominees and/or Recognition of Excellence winners until receipt of SDAR notification.

WHERE TO FILE:

By Email: Completed and signed applications along with required MLS documentation can be emailed to clesniak@sdar.com. Incomplete applications will not be accepted.

By Fax: (858) 715-8088. SDAR is not responsible for faxed applications that are not legible. It is the applicant's sole responsibility to make sure his/her application is received.

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