

Dayton Area Board of REALTORS® 2016-17 Sales Leader Club  
Rules & Eligibility  
Team Award  
The Important Rules

1. 2016-2017 DABR Sales Leader Club applications can be completed on-line and submitted via email to [salesleaders@dabr.com](mailto:salesleaders@dabr.com) or printed and delivered to the office of DABR. On-line applications must be received via email by 5:00 p.m. October 24, 2017. On-line applications received after 5:00 p.m., October 24, 2017, will not be accepted. Paper applications must be received at the office of DABR by 5:00 p.m. on October 31, 2017. Paper applications received after 5:00 p.m., October 31, 2017, will not be accepted. **It is the sole responsibility of the applicant to ensure that his or her application meets the deadline stated above.**
2. NEW TEAM DEFINITION: A Team shall be defined as a business affiliation of two or more licensed agents in the same brokerage, who, as a regular practice, list and/or sell property and who hold themselves out to the public as a Team in any of their social media or marketing. An agent who is part of a team may not apply as an individual regardless of their level of involvement in the team.
3. The signature of the applicant, all team members and broker or office manager must appear on the first page of the application. The signature of the broker or office manager must also appear on the first page of the application containing the sales transactions. If the applicant was licensed with more than one broker during the contest period, the signature of a broker or office manger must appear on each page of the application to certify the transactions made while the applicant was licensed with their company. In the event that a salesperson or company makes an incorrect claim or gives incorrect information, the applicant and/or the company may be barred from eligibility to participate in the Sales Leader Club for the current and following award year. If a team member was licensed with more than one broker during the contest period, only the transactions made with the team may be included.
4. If an applicant has any questions regarding what is acceptable, it is incumbent upon him/her to contact the Recognition Committee Chairperson (call DABR for contact information) before submitting an application that may disqualify the applicant for the award. The ultimate responsibility lies with the individual. Don't sign the application until you are certain it is correct and complete.
5. Name of applicant and team members must appear as shown on their license. Member number must be completed.
6. Level of Attainment MUST be properly indicated. If audited by DABR and the Level of Attainment applied for is not met, the application will be placed in the next lower Level of Attainment Category, if applicable.
7. CLOSING DATES MUST BE INDICATED AND IN CHRONOLOGICAL ORDER. Each transaction must include the date closed, address, listing agent and firm, selling agent and firm, sale/lease price, dollar amount claimed, and transaction credit. To claim credit for both listing and selling sides in a transaction, there must be both a contract to purchase and a listing agreement signed by the seller on file with the firm.
8. All applications MUST show page totals for the "\$ Amount Claimed" column. An adding machine tape or automatic total spreadsheet IS REQUIRED if the application is hand written. Applications do not require an adding machine tape if (1) completed on line or (2) the sales and transaction information is

submitted on a computer-generated form with automatic totals and is presented in the EXACT FORMAT as the application form.

9. Applications must be submitted on the 2016-17 DABR Sales Leader Club application. Sales and transaction information required on the application may be submitted in computer-generated form as long as the information is presented in the EXACT FORMAT as the application form itself. The Official Application form must still be submitted to supply the other required information. Reproductions of the form may be used.
10. Applications must be accompanied with the application fee in the amount of \$50.00 payable to the Dayton Area Board of REALTORS® either by credit card or check. Applications may be submitted individually or in a group by the Broker. If submitted in a group the applications may be accompanied by one check to cover all application fees. A list of all applicants should accompany group submittals.
11. Attach or submit with the application one original, color photograph with the name printed on the back. The photo must be a minimum size 2"x 3" to a maximum size 5" x 7", head and shoulders only with no props. Digital photos submitted must be at least 300x400 pixels at 200 dpi. Digital photos can be submitted via email. Newspaper or magazine clips will NOT be accepted. Applications submitted without a photo will not be accepted. Black & white photographs will not be accepted. An application will be disqualified if a photo is not included. Award recipients' photos, names and company affiliation will be displayed on the dabr.com website. AWARD RECIPIENTS PHOTOS, NAMES AND COMPANY AFFILIATION WILL NOT BE PUBLISHED IN THE DAYTON DAILY NEWS.
12. NO FAX TRANSMISSIONS WILL BE ACCEPTED.
13. Applications become the property of DABR once submitted and may be disqualified if incomplete, improperly filled out, illegible or if any information is found to be incorrect. No refund will be made if the application is disqualified.

## 2016-17 DABR SALES LEADER CLUB

**PURPOSE:** To give recognition to members of the Dayton Area Board of REALTORS® for outstanding team sales performance.

**DEFINITION OF A TEAM:** A Team shall be defined as a business affiliation of two or more licensed agents in the same brokerage, who, as a regular practice, list and/or sell property and who hold themselves out to the public as a Team in any of their social media or marketing. An agent who is part of a team may not apply as an individual regardless of their level of involvement in the team.

**ELIGIBILITY:** All team members must be REALTOR® members of the Dayton Area Board of REALTORS® in good standing at the time of application to be eligible. Only sales closed during the time an applicant or the team members are members of the board will count. Any team member who has been found guilty of unethical conduct by the Professional Standards Committee during the award year is ineligible for an award during that award year. Any team member who has been found in violation of Section 4735.18 of the Ohio Real Estate Laws and Rules by the Ohio Real Estate Commission is ineligible for an award during that award year. All real estate sales shall be considered eligible whether residential, commercial or industrial. Only commercial/industrial leases may be claimed (multi-year leases must be claimed one time only in the first year of the lease). The words “sales” and “leases” are hereinafter used interchangeably. Transactions claimed must have been closed BETWEEN October 1, 2016 AND September 30, 2017.

**MIDYEAR FORMATION OR DISSOLUTION OF A TEAM:** If a team is formed between October 1, 2016 and September 30, 2017, the team may apply for the team Sales Leader Award, or the agent may apply for an individual Sales Leader Award by claiming only their transactions prior to formation of the team. Individual team members may change team affiliations at any time and their sales transactions shall be claimed by the respectively licensed team leader/company.

If during the course of the award period a team member decides to leave a team, the agent may apply for the individual Sales Leader Award claiming only those sales achieved after leaving the team through the end of the award period.

### AWARD ATTAINMENT LEVELS

|                         |   |
|-------------------------|---|
| Award of Achievement    | \$1.5 Million or 38 Sale/Lease Transaction Credits    |
| Award of Distinction    | \$3.75 Million or 75 Sale/Lease Transaction Credits   |
| Award of Excellence     | \$7.5 Million or 113 Sale/Lease Transaction Credits   |
| Pinnacle of Performance | \$11.25 Million or 150 Sale/Lease Transaction Credits |

**METHOD OF ATTAINMENT:** There are two methods of achieving the Award for all levels.

**METHOD A: DOLLAR VOLUME** The amount to be claimed is obtained by dividing the sales price by the number of sides participating in the sale or transaction. The total sales price may be claimed if the team applicant lists AND sells the property. One-half of the total sales price is claimed if the team serves only to list OR sell the property. No more than two listing OR selling teams or agents may receive a proportionate amount of the sales price or credit per transaction. COMMISSIONS OR BONUSES CANNOT BE INCLUDED ON THIS APPLICATION.

**METHOD B: NET TRANSACTIONS** Credit is granted on the same basis as **METHOD A**: If the team applicant lists AND sells the property, one transaction credit may be claimed. If the team applicant serves only to list OR sell the property, 1/2 transaction credit may be claimed. No more than two listing or selling teams or agents may receive a proportionate amount of 1/2 transaction credits.

#### Example

|  | Property | \$ Volume | Transaction Split |
|--|----------|-----------|-------------------|
| Team lists and sells                       | \$50,000 | \$50,000  | 1                 |
| Team lists only                            | \$50,000 | \$25,000  | .5                |
| Team sells only                            | \$50,000 | \$25,000  | .5                |
| Co listing teams or team/agent combination | \$50,000 | \$12,500  | .25               |
| Co selling teams or team/agent combination | \$50,000 | \$12,500  | .25               |

**FSBO/UNLISTED NEW BUILD:** For Sale By Owner and unlisted new build credit can only be given for the selling portion of the transaction.

**LEASES:** Only commercial/industrial leases may be claimed. Multi-year leases must be claimed one-time only in the first year of the lease for the full amount of the lease.

**REFERRALS:** Credit will not be given for outgoing referrals.

**VERIFICATION:** Each team applicant (including all team members) submitting an application must confirm verification of eligibility, and their broker or office manager must certify and sign the application. When an applicant has worked for more than one office during the eligibility period, each broker or office manager must certify the sales made while the applicant was affiliated with that company. The Committee reserves the right to randomly audit applications and verify any or all sales reported.

**AUDIT VERIFICATION:** In the event an applicant's application is audited, the applicant agrees to provide the following documentation to verify any and all sales reported: Contract to Purchase, Listing Agreement and HUD-1 Settlement Statement.

**ADVERTISING AND PROMOTION:** Advertising as a Sales Leader Club Award winner is prohibited until after the awards are officially presented at the Board's Sales Leader Club Recognition Reception. Each company and its associates shall be prohibited from publishing, orally or in writing, any advertising material or promotional material which compares the number of awards received by said company against the total number of awards presented or against the number of awards received by any other company or companies in any given year. This prohibition shall further apply to comparing the number of awards received in a level against the total number of awards presented at that level.

The names, photographs and company affiliation of the award winners will be published on [www.dabr.com](http://www.dabr.com). Award recipients will be listed in alphabetical order by level of attainment in the following order:

Pinnacle of Performance  
Award of Excellence  
Award of Distinction  
Award of Achievement

Preceding the presentation of the awards, the board will place a quarter page advertisement in the Dayton newspaper congratulating the Sales Leader Award recipients and advising the public that a complete list of recipients can be view at [www.dabr.com](http://www.dabr.com). Names, photographs and company affiliation of the award recipients will not be included in the newspaper advertisement.

A notation will indicate that a team changed companies after September 30, 2017. If a team seeks to use this achievement on business cards or any advertisements, it must clearly indicate that it is the Dayton Area Board of REALTORS~ Sales Leader Club and the year or years the award was received (e.g. ABC Team {DABR} Dayton Area Board of REALTORS® Sales Leader Club – 2017).

**PRESENTATION OF AWARD:** Those qualifying for the DABR Sales Leader Club will be recognized and presented an award, if requested, at the DABR Sales Leader Club Recognition Reception. Each team will be presented one award. Each team will receive an invitation for one team member to attend the reception. Additional team members must purchase a ticket to attend the reception. Recognition of team will be by the company with which the team is currently affiliated. Only teams in good standing at the time of the reception will be recognized. Awards not picked up by teams within 30 days of the reception will be mailed and the primary agent will be charged a \$10 fee.

**ENFORCEMENT:** Failure to abide by these rules may result in disqualification of the company and/or the individual(s) involved in participating in the Sales Leader Club Award Program for the current and/or following award year. Such decisions shall be made by the Recognition Committee, subject to approval by the Board of Directors. Such decisions shall be final.

**RECOGNITION COMMITTEE:** The Committee, composed of 12 members appointed by the President, will serve as the official selection body, and its decisions shall be final. Four members shall be appointed each year for a term of three years.