

Dayton Area Board of REALTORS®

2017 Rookie of the Year Award

Rules & Eligibility

PURPOSE: To give recognition to a REALTOR® member of the Dayton Area Board of REALTORS® who has been licensed between October 1, 2015 and September 30, 2016 and has achieved the highest sales volume during the award period.

ELIGIBILITY: Any REALTOR® member of the Dayton Area Board of REALTORS® with an initial license issue date between October 1, 2015 and September 30, 2016 currently in good standing is eligible. Only sales closed during the time an applicant is a member of the board will count. A 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. A 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.

The Important Rules

1. Applications must be received at the office of DABR by 5:00 p.m. on December 1, 2017. It is the sole responsibility of the applicant to ensure that his or her application meets the deadline stated above. All applications received after the deadline date will not be accepted.
2. The application must be legible, (typed or printed in ink) complete and all pages signed by the applicant. The signature of the broker or office manager must appear on the all pages of the application. If the applicant was licensed with more than one broker during the award 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 may be barred from eligibility to participate in the Rookie of the Year Award for the current award year. The Committee reserves the right to randomly audit applications and verify any or all sales reported. In the event an applicant's application is audited, the applicant agrees to provide the following documentation to verify any or all sales reported: Contract to Purchase, Listing Agreement and HUD-1 Settlement Statement.
3. If an applicant has any questions regarding what is acceptable, it is incumbent upon him/her to contact the Recognition Committee Chairperson 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.**
4. Name of applicant must appear as it appears on license. Member number must be completed.
5. No minimum sales volume is required to participate in this award.
6. **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 and dollar amount claimed. 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. The amount to be claimed is obtained by dividing the sales price by the number of sales agents participating in the sale. The total sales price may be claimed if the applicant lists AND sells the property. One-half of the total sales price is claimed if the applicant serves only to list OR sell the property. No more than two listing OR selling agents may receive a proportionate

amount of the sales price. COMMISSIONS OR BONUSES CANNOT BE INCLUDED ON THIS APPLICATION.

EXAMPLE

	<u>Property</u>	<u>Amount Claimed</u>
Agent lists and sells	\$50,000	\$50,000
Agent lists only	\$50,000	\$25,000
Agent sells only	\$50,000	\$25,000
Two listing agents	\$50,000	\$12,500
Two selling agents	\$50,000	\$12,500

7. For Sale By Owner and unlisted new build credit can only be given for the selling portion of the transaction.
8. Team recognition is not provided for in this program. This is an individual award and assignment of credit for transactions is prohibited.
9. 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.
10. Credit will not be given for referrals.
11. All applications MUST show page totals for the "\$ Amount Claimed" column. An adding machine tape IS REQUIRED if the application is completed manually. Applications do not require an adding machine tape if (1) completed on line or (2) the sales information is submitted on a computer-generated form with automatic totals and is presented in the EXACT FORMAT as the application form.
12. Applications must be submitted on the 2017 DABR Rookie of the Year application. Sales 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 Rookie of the Year Application must still be submitted to supply the other required information. Reproductions of the form may be used.
13. Attach to the application one original, color photograph with the name printed or noted on the photo or file. 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. 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. Newspaper or magazine clips will NOT be accepted.. An application will be disqualified if a photo is not included. Photographs will be returned within 45 days after the Sales Leader Club Recognition Reception.
14. NO FAX TRANSMISSIONS WILL BE ACCEPTED.
15. 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.
16. Award will be presented to the recipient at the annual Dayton Area Board of REALTORS® Sales Leader Club Recognition Reception.
17. Failure to abide by these rules may result in disqualification of the applicant from participating in the Rookie of the Year Award Program for the current award year. Such decisions shall be made by the Recognition Committee, subject to approval by the Board of Directors. Such decisions shall be final.
18. The Recognition 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.