

Dayton REALTORS® 2021-22 Sales Leaders Club  
Individual Award Rules & Eligibility

PURPOSE: To give recognition to members of Dayton REALTORS® for outstanding sales performance.

Any REALTOR® of Dayton REALTORS® 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.

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. **If this definition describes your business you must apply for the Sales Leaders Award as a team.**

If your status as an individual or team changes within the transaction period you may apply for either the Individual Award or Team Award and only claim the transactions achieved during the status for which you are applying. You may not apply for both the Individual and Team awards in the same year.

**AWARD ATTAINMENT LEVELS FOR INDIVIDUALS**

INDIVIDUAL AWARD ATTAINMENT LEVELS

Award of Achievement	\$1 Million or 25 Sale/Lease Transaction Credits
Award of Distinction	\$2.5 Million or 50 Sale/Lease Transaction Credits
Award of Excellence	\$5 Million or 75 Sale/Lease Transaction Credits
Pinnacle of Performance	\$7.5 Million or 100 Sale/Lease Transaction Credits

**TRANSACTION ELIGIBILITY**

ELIGIBILITY

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, 2021 AND September 30, 2022.**

TRANSACTION FORMS

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. **CLOSING DATES MUST BE INDICATED AND IN CHRONOLOGICAL ORDER. HAND WRITTEN FORMS MUST BE LEGIBLE.**

The Transaction Form MUST show page totals for the "\$ Amount Claimed" and "Trans. Credit" columns. An automatic total spreadsheet IS REQUIRED if the transaction form is hand written. Transaction information can be submitted on a spreadsheet with automatic totals with the transaction information presented in the EXACT FORMAT as the official transaction form. The signature of the applicant and the broker or office manager must appear on each page of the spreadsheet.

*NO FAX TRANSMISSIONS WILL BE ACCEPTED.*

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 sales agents participating in the sale or transaction. 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 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 applicant lists AND sells the property, one transaction credit may be claimed. If the applicant serves only to list OR sell the property, 1/2 transaction credit may be claimed. No more than two listing or selling agents may receive a proportionate amount of 1/2 transaction credits.

	Property	Example Method A \$ Volume	Method B Credit
Agent lists and sells	\$50,000	\$50,000	1
Agents lists only	\$50,000	\$25,000	.5
Agent sells only	\$50,000	\$25,000	.5
Two listing agents	\$50,000	\$12,500	.25
Two selling agents	\$50,000	\$12,500	.25

FSBO/UNLISTED NEW BUILD

For Sale by Owner and unlisted new build transactions credit can only be given for the selling portion of the transaction.

TEAMS

Team recognition is not provided for in this program. **Team members must apply for recognition under the Team Award.** This is an individual award and assignment of credit for transactions is prohibited.

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.

## **APPLICATION SUBMISSION**

**Applications must be submitted on the 2022 Dayton REALTORS® Sales Leader Club application. There is no application fee to participate in the 2021-22 Sales Leaders Award Program.**

Sales and transaction information required on the transactions form may be submitted in a computer-generated form (spreadsheet) as long as the information is presented in the EXACT FORMAT as the official transactions form. The signature of the applicant and the broker or office manager must appear on each page of the spreadsheet. The Official Coversheet must still be submitted to supply the other required information. Reproductions of the form may be used.

The 2021-2022 Dayton REALTORS® Sales Leaders Club applications can be completed and submitted via email to [kpitchel@daytonrealtors.org](mailto:kpitchel@daytonrealtors.org) or printed and delivered to the office of Dayton REALTORS®. **Email applications must be received via email by 5:00 p.m. October 24, 2022.** Email applications received after 5:00 p.m., October 24, 2022, will not be accepted. **Paper applications must be received at the office of Dayton REALTORS® by 5:00 p.m. on October 31, 2022.** Paper applications received after 5:00 p.m., October 31, 2022, will not be accepted. **It is the sole responsibility of the applicant to ensure that his or her application meets the deadline stated above.**

If an applicant has any questions regarding what is acceptable, it is incumbent upon him/her to contact the Recognition Committee Chairperson (call Dayton REALTORS® 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.

**Name of applicant must appear as it appears on license. Member number must be completed.**

All applications submitted must include a digital photo submitted via email to [kpitchel@daytonrealtors.org](mailto:kpitchel@daytonrealtors.org). The photo must be a head and shoulders photo only with no props. Digital photo size must be at least 300x400 pixels at 200 dpi. Applications submitted without a digital photo will not be accepted. Black & white photographs will not be accepted. An application will be disqualified if a digital photo is not submitted via email. Award recipients' photos, names and company affiliation will be displayed on the [daytonrealtors.org](http://daytonrealtors.org) website.

## **VERIFICATION AND AUDIT PROCEDURES**

### VERIFICATION

Level of Attainment, Method of Production and Total Amount Claimed **MUST** be properly indicated on the application form. The application must be legible, (printed in ink if hand written) complete and signed by the applicant. The signature of the applicant and the broker or office manager must appear on each page of the transaction form. If the applicant was licensed with more than one broker during the award period, the signature of a broker or office manager must appear on each page of the transaction form 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 Leaders Club for the current and following award year.

## AUDIT

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 and all sales reported: Contract to Purchase, Listing Agreement and HUD-1 Settlement Statement.

If audited by Dayton REALTORS® 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.

Applications become the property of Dayton REALTORS® once submitted and may be disqualified if incomplete, improperly filled out, illegible or if any information is found to be incorrect.

## 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.

## NOTICE OF AWARD

**Recipients will receive email notification of acceptance in the Sales Leaders Club prior to December 31, 2022. The congratulatory email will include notice of the Level of Attainment achieved.**

**An award recognition event may be conducted in January 2023 to honor the recipients. To attend the event, award recipients will need to purchase a ticket upon registration for the event. All award recipients will receive a free electronic certificate following the event. A plaque or plate can be ordered for an additional fee. Recipients who selected and paid for a plaque or plate will receive them at the event or by mail.**

## ADVERTISING AND PROMOTION

**Advertising as a Sales Leaders Club Award winner is prohibited until after the awards are officially presented at the Sales Leaders Club Recognition Event in January 2023.** 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.daytonrealtors.org](http://www.daytonrealtors.org). 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

If a recipient seeks to use this achievement on business cards or any advertisements, it must clearly indicate that it is the Dayton REALTORS® Sales Leaders Club and the year or years the award was received (e.g. Dayton REALTORS® Sales Leader Club – 2022).

Recognition of recipients will be by the company with which the recipient is currently affiliated. Only recipients in good standing at the time of the event will be recognized.