

Dayton REALTORS® 2022-23 Sales Leaders Club Rules

Award Rules & Eligibility

What is the Sales Leaders Club? An award that an individual or team can apply for to recognize their sales achievements.

Who can apply? 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.

QUALIFICATION

Award levels are determined by your closed transactions during the award year (Oct. 1, 2022 thru Sept. 30, 2023).

Individual or Team Award—You choose based on your business model.

INDIVIDUAL DEFINITION

To apply for the Individual Sales Leaders Club award you must hold yourself out to the public as an individual REALTOR and not a member of a sales team in any social media or marketing. An agent who is part of a team may not apply for the individual award regardless of their level of involvement in the team.

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 member of 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 your status as an individual or team changes within the award 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.

INDIVIDUAL AWARD ATTAINMENT LEVELS	METHOD A	METHOD B
Award of Achievement	\$1 Million in Dollars Claimed	25 Sale/Lease Transaction Credits
Award of Distinction	\$2.5 Million in Dollars Claimed	50 Sale/Lease Transaction Credits
Award of Excellence	\$5 Million in Dollars Claimed	75 Sale/Lease Transaction Credits

Pinnacle of Performance	\$7.5 Million in Dollars Claimed	100 Sale/Lease Transaction Credits
Apex	\$10 Million in Dollars Claimed	125 Sale/Lease Transaction Credits

TEAM AWARD ATTAINMENT LEVELS	METHOD A	METHOD B
Award of Achievement	\$1.5 Million in Dollars Claimed	38 Sale/Lease Transaction Credits
Award of Distinction	\$3.75 Million in Dollars Claimed	75 Sale/Lease Transaction Credits
Award of Excellence	\$7.5 Million in Dollars Claimed	113 Sale/Lease Transaction Credits
Pinnacle of Performance	\$11.25 Million in Dollars Claimed	150 Sale/Lease Transaction Credits
Apex	\$15 Million in Dollars Claimed	188 Sale/Lease Transaction Credits

TRANSACTION ELIGIBILITY

Only **Ohio** real estate sales shall be considered eligible, whether residential, commercial or industrial. Only **Ohio** 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, 2022 AND September 30, 2023.

METHOD OF ATTAINMENT

There are two methods of achieving the award for each level.

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/buyer 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.

	Sale Price	Method A \$ Volume	Method B Transaction 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

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

LEASES

Only Ohio 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

Three parts to each application.

1. Complete the 2023 Dayton REALTORS® Sales Leader Club application and pay the application fee. A plaque or plate (if you have a plaque) can be ordered for an additional charge on the application.

The 2022-2023 Dayton REALTORS® Sales Leaders Club applications can be completed and submitted via email to kpitchel@daytonrealtors.org or printed and delivered to the office of Dayton REALTORS®. Applications submitted via email must be received by October 24, 2023. Applications received via email after October 24, 2023, will not be accepted. Paper applications must be received at the office of Dayton REALTORS® by 5:00 p.m. on October 31, 2023. Paper applications received after 5:00 p.m., October 31, 2023, 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. Complete the Sales Leaders Club Transaction Form

Each transaction submitted on the transaction form must include the date closed, property address, listing agent and firm, selling/buyer agent and firm, sale/lease price, dollar amount claimed, and transaction credit 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 CLOSING DATE MUST BE IN CHRONOLOGICAL ORDER WHEN SUBMITTING THE TRANSACTION FORM.** Transactions may be submitted on the transaction form provided by Dayton REALTORS or on your company worksheet as long as the information provided is in the same format as the transaction form provided by Dayton REALTORS. **HANDWRITTEN 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 handwritten. 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.

Sales and transaction information required on the transactions form may be submitted in a computer-generated form (spreadsheet) if 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 application must still be submitted to supply the other required information. Reproductions of the form may be used.

3. Submit a Digital Photo

All applications submitted must include a digital photo (jpeg, tiff, heic, or png) submitted via email to 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. Please be sure to identify the photo by using your name as the filename of the image. An application will be disqualified if a digital photo is not submitted via email. Companies submitting multiple applications please contact Bob Jones at bjones@daytonrealtors.org for bulk photo submission. Award recipients' photos, names and company affiliation will be displayed on the daytonrealtors.org website.

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.

VERIFICATION AND AUDIT PROCEDURES

VERIFICATION

Level of Attainment, Award Category (Team or Individual), Method of Production and Total Amount Claimed MUST be properly indicated on the application. The application must be legible, (printed in ink if handwritten) complete and signed by the applicant and broker. The signature of the applicant and the broker or office manager must appear on each page of the transaction form serving as verification of the transactions included on the form. If the agent is claiming transactions from more than one company during the award period, each broker and/or office manager must certify the sales while in his/her office. 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 sales reported: Contract to Purchase, Listing Agreement and HUD-1 Settlement Statement. Failure to provide the requested documents within the time frame given will result in disqualification.

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.

If audited and a transaction is disqualified, resulting in the reduction of an award level, no further transactions can be submitted. Dayton REALTORS encourages you to submit all sales transactions with the application. Once the application deadline has passed, additional transactions will not be accepted.

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

ENFORCEMENT

Failure to abide by these rules will result in disqualification of the individual(s) and may result in disqualification of the company 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 their Sales Leaders Club award prior to December 31, 2023. The congratulatory email will include notice of the Level of Attainment achieved.

An award recognition event may be conducted in February 2024 to honor the recipients. To attend the event, award recipients may need to purchase a ticket upon registration for the event. All award recipients will receive an 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 February 2024. 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.