

SAVANNAH BOARD OF REALTORS® Distinguished Sales Society RULES - 2011

The following are rules for eligibility in the Distinguished Sales Society (DSS).

I. **PURPOSE:** To give recognition to salespersons and brokers who have participated in a total volume of \$1,000,000 or more during any calendar year.

II. **ELIGIBILITY:** Any licensed REALTOR® Member in good standing. Applicant must hold **primary** membership in the SABOR during the qualifying year. **Annual SAVANNAH BOARD OF REALTORS® Membership dues must be paid BEFORE OR UPON submission of application for the Distinguished Sales Society, separate check, not to be combined with application fee. Attendance verification at two (2 or 4) SABOR/SMLC Committee meetings or committee sanctioned projects/events (per application).** - To be eligible for membership in the SABOR Distinguished Sales Society, an applicant must attend at least two (2 or 4) SABOR or SMLC Committee meetings and/or participate in (2 or 4) committee-sanctioned projects or activities. The member must be ***on time and remain for the duration.*** Attendance at SABOR or SMLC Directors meetings as a Director, or attendance at a YCR education meeting will count toward satisfying this criteria. Luncheons and social events do not qualify. Attendance verification slips will be given at the end of each meeting/activity, signed by the chairman or staff liaison (no copies will be accepted.) It is the responsibility of applicant to submit at least two (2 or 4) ***original*** attendance slips with his/her application. At the discretion of the Executive Director, a member may be denied a verification if the above criteria is not met. WCR participation does not qualify.

If you are applying for both RES and COMM, you must have at least a total of four (4) DSS slips.
All documentation evidence, i.e. Sales contract or listing agreement must have **salesman's signature on the document.**

III. **ELIGIBILITY PERIOD:** Transactions closed during the calendar year. Leases may be counted only in year of lease origination.

IV. **CRITERIA:**

- * An accumulative total volume of \$1,500,000 or more closed during calendar year with (2) DSS Slips.
- * An accumulative total volume of \$1,000,000 closed during calendar year with (4) DSS Slips.
- * A minimum of eight transactions. (Each transaction is to be listed separately; i.e., sale and listing of same property must be entered as two separate transactions)
- * Sales - 50% volume credit.
- * Listings - 50% volume credit.
- * Leases - Leases of 12 months or longer will be given credit for the gross aggregate rental.
- * In sales between two offices, or two agents in the same office, the selling agent will receive 50% credit and the listing agent will receive 50% credit for the sale. (If the agent sells his own listing, then volume credit is given for listing and sale equal to 100% of actual price property sold for; i.e., 50% for sale and 50% for listing.)
- * Teams or Co-Listings/Sells - If two agents jointly list property, credit will be divided equally (25% each) and requires standard documentation. Transaction credit will be given to each agent listed on the listing agreement and the final sales contract.
- * If you are one of the sales agents for a developer, i.e.: the only developer you represent, the developer may not assign listing credit for company-owned inventory. Therefore, the salesperson will receive sales credit only. If a project is listed specifically with one agent, and that agent services the project, then listing and sales credit may be given. On the development projects, the properties must be published in the MLS indicating a listing agent prior to the sale.
- * A broker in recording his sales may count only those sales made personally.

In reference to builders and developers:

1. A builder who applies for membership may qualify by counting his personal sales. (Same as broker who may count only personal sales.)
2. Developers may not count any development of land in which they hold an interest.

In reference to new homes:

1. Agent who solicits listings of builders' homes, receives a listing agreement and actively services it, may count the property as a listing.
2. When broker/builder assigns new homes to agent who works for him, broker/builder must sign a listing contract with salesperson and salesperson must service this listing in the same manner as any other listing. Signed contract must be filed.
3. If you contract with a builder for a custom-built home, with proper documentation, credit may be given for the listing and sale.

No Commission Sales:

1. If you represent a sale where no commission is involved, you may still take credit for the sale.

In reference to personally-owned real estate:

1. Credit will be given for sale or purchase of personal real estate with proper documentation.

In reference to one-time showings:

1. Credit for listing and/or sale will be given for sales resulting from one-time showings provided there is a written listing contract or contractual agreement between seller and broker. Listing credit will not be given for builder/developer new home sales.

In reference to VA and HUD

1. VA - only sales credit will be given.
2. HUD repos - sales credit can be given, and listing credit will be given if broker has proper listing documentation from HUD, the listing is put in the MLS and appears on the MLXChange Agent Awards Report.

V. APPLICATION

1. All candidates must complete the Application Form. Application Form and Performance Record must be filled out completely and an adding machine tape must be attached totaling each page of the Performance Record and carrying forward to the next page if applicable. The EZ Documentation "MLXchange Report" does replace the Performance Record.
2. Application Form and Performance Record or EZ Documentation "MLXchange report" must be signed by agent and current broker for agent application. Brokers may sign their own form.
3. **APPLICATION FEE.** DSS Application Fee determined in December of each year, and must accompany application, separate check, not to be combined with dues payment.

VI. DOCUMENTATION-LONG FORM If your dollar amount for credit, as properly documented on the Performance Record, is less than \$2,000,000, supporting documentation is required as follows:

1. **EZ DOCUMENTATION-**A copy of the **Agent Awards Detail Report** from MLXChange may be submitted. (Log onto MLXChange using your public and private ID; to Report, Statistical, Agent Awards Detail Report. Enter your public id in "Agent Public ID" and enter the current year dates. Click **GO** and print the report.

Enter the total from the report under Purchase Price on the Performance Record on the appropriate line. The amount to be counted will be 50% of this total. Attach the report with the Performance Record.

OR

2. **STANDARD DOCUMENTATION-** Each transaction is to be listed separately; i.e., sale and listing from same property must be entered as two separate transactions. One closing statement is sufficient for both transaction sides. Staple total transaction together and indicate both numbers if it is a listing and a sale. Listing office and selling office numbers must be shown on each entry. Copies of listing contracts or contractual agreements, sales contracts, closing statements or combination of these contracts, whichever applies to the transaction, must be submitted. All signatures must be on the documentation submitted for credit, including purchaser, seller and salesperson. The salesman's signature is not required on closing statements. (If using GAR contracts, only page 1 and final signature page required (i.e., page 4 or 5 or final accepted counter offer page)

3. Each page of Performance Record must be totaled, carrying forward the total to the next page. Adding machine tape must be attached. Documentation must be in same order as listed on Performance Record. Number documentation to correspond with Performance Record. Closing Statement can cover two entries (Sale and Listing).
4. Lease documentation must include pages that confirm Terms, Agency Disclosures and Signatures (only). The entire lease is not necessary.

5. You may use the Agent Awards Detail Report for transactions reported on MLXchange and include standard documentation for other sales to complete your total sales.
6. Mail or drop the entry by the Board office. Must be placed in a sealed 9"x12" manila envelope marked "DSS" in the lower left hand corner, as well as your name. One application per envelope.
7. **PRESCREENING DEADLINE: JANUARY 06, 2012, 5:00 p.m.** Application, Fee, Performance Record, SABOR Membership Dues (if not already paid) and photo to Board office. **CHECK APPLICATION CAREFULLY! All agents wanting their photo shown in the DSS slide show must email a digital photo to chrissy@savannahboardofrealtors.com, prior to final deadline!**
FINAL DEADLINE: FRIDAY, JANUARY 13, 2012 5:00PM. Application, Fee, Performance Record, SABOR Membership Dues (if not already paid) and photo to Board office. **CHECK APPLICATION CAREFULLY!**

VII. DOCUMENTATION-SHORT FORM: If your dollar amount for credit, as properly documented on the Performance Record, is **\$2,000,000** or **more**, no supporting documentation is required; however, the Committee reserves the right to request documentation if deemed necessary to approve application.

1. **EZ DOCUMENTATION-** A copy of the **Agent Awards Detail Report** from MLXChange may be submitted. (Log onto MLXChange using your public and private ID; to Report, Statistical, Agent Awards Detail Report. Enter your public id in "Agent Public ID" and enter the current year dates. Click **GO** and print the report.
2. Enter the total from the report under Purchase Price on the Performance Record on the appropriate line. The amount to be counted will be 50% of this total. Attach a copy of the report with the Performance Record.
3. **STANDARD DOCUMENTATION-**Each transaction is to be listed separately; i.e., sale and listing of same property must be entered as two separate transactions.
4. Listing office and selling office numbers must be shown on each entry.
5. Mail or drop the Application Form and Performance Record by the Board office, placed in a sealed 9"x12" manila envelope marked "DSS" in the lower left hand corner, and your name clearly printed.
6. **PRESCREENING DEADLINE: Friday, January 6, 2012 5:00pm.** Application, Performance Record, SABOR Membership Dues (if not already paid) and photo to Board office. **CHECK APPLICATION CAREFULLY!**
All agents wanting their photo shown in the DSS slide show must email a digital photo to chrissy@savannahboardofrealtors.com, prior to final deadline!
FINAL DEADLINE: Friday, January 13, 2012 5:00pm Application, Performance Record, SABOR Membership Dues and photo to Board office. **CHECK APPLICATION CAREFULLY!**
All agents wanting their photo shown in the DSS slide show must email a digital photo to chrissy@savannahboardofrealtors.com, prior to final deadline!

VIII. DEADLINE/FINES

Deadline for submission of application is **FRIDAY, JANUARY 13, 2012 5:00PM**, at the Board office.

Prescreening: If your application is received by **FRIDAY, JANUARY 6, 2012 5:00PM** at the Board office, it will be reviewed by the committee for the proper format and attachments. Any discrepancies may be corrected without penalty by the deadline of **Friday, January 13, 2012 5:00pm** Board office.

Fines vs. disqualification will be the choice of the applicant.

Late Charge: \$100 per day, payable when application is submitted, up to five (5) days after final deadline, or \$500.00.

Technical/Eligibility Discrepancies: \$100 per day beginning with day of notification to applicant. Maximum to correct: 5 days, \$500.00. "Notification is considered an attempt by the committee, by telephone to the applicant, to broker in absence of applicant, or to office representative if both are not available. In the event no contact can

be made by telephone, a registered letter will be sent." The applicant will have until 5:00 p.m. the next business day to correct application at \$100 per day. No applications will be accepted beyond five (5) days, \$500 fine maximum. Fines due upon receipt of corrected application.

A workshop will be given in early December to answer any questions you may have regarding proper procedure for long vs. short form, documentation, deadlines, etc.

IX. AWARDS PRESENTATION: Awards will be presented at the Annual Awards Luncheon. Newspaper announcements will be made by the Board following the Awards presentation. **NO ADVERTISING IS PERMITTED BY COMPANIES REGARDING QUALIFICATION OF THEIR SALES ASSOCIATES IN THE SABOR DSS PRIOR TO THE ANNOUNCEMENT PUBLISHED BY THE BOARD.**

Brokers, if you are advertising your agents as SAVANNAH BOARD OF REALTORS® DSS members, they must have been officially notified of their acceptance by the Board office and in the news release submitted by the Board prior to your advertisements.

X. CLASSES OF MEMBERSHIP

1. **MEMBER** - Basic qualification for Membership is one who has been elected for the first time.
2. **CONTINUING MEMBER** - shall be one who has been elected to Membership for years 2-9.
1. **COMMERCIAL** - A minimum of 75% of total volume must be in commercial real estate and a minimum of 4 closed commercial transactions.
4. **RESIDENTIAL** - A minimum of 51% of total volume must be in residential real estate and a minimum of 8 closed residential transactions.
5. **REALTORS®** with Membership in the DSS ten years or longer will receive a Special Recognition Award, whether Residential or Commercial.

XI. ADVERTISING BY MEMBERS: Must state the correct category of Membership and the last year you qualified, if there was an interruption of Membership.

NOTE: These rules will be reviewed and approved annually and will supersede any previous rules or regulations!

***You will be notified as to the status of your application no later than
January 31, 2012.***

SAVANNAH BOARD OF REALTORS®
 7015 Hodgson Memorial Drive
 Savannah, Georgia 31406-2597

PERFORMANCE RECORD

Member Company _____
 Member Name _____
 Phone _____ (Office) _____

	<u>PROPERTY ADDRESS</u>	<u>L / S</u>	<u>DATE CLOSED</u>	<u>LISTING/ SELLING OFFICE #</u>	<u>PURCHASE PRICE</u>	<u>AMOUNT TO BE COUNTED</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____

TOTAL _____

APPLICANT'S SIGNATURE _____ **DATE** _____

BROKER'S SIGNATURE _____ **DATE** _____

NOTE: IF IT'S YOUR LISTING AND SALE, IT MUST BE RECORDED **SEPARATELY** ON TWO SEPARATE LINES. * NM if not a Member of MLS.

SALESMAN'S PERFORMANCE RECORD - LEASES

FIRM NAME: _____ **Agent:** _____

Firm Address: _____ **Address:** _____

Firm Phone: _____ **Cell Phone:** _____

LEASING SHEET

PROPERTY ADDRESS	LENGTH OF LEASE (12 mo. Required)	ANNUAL	GROSS RENTAL	CREDIT CLAIMED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Applicant's Signature

Date

Broker's Signature

Lease Documentation must include pages that confirm Terms, Agency Disclosures and Signatures (only).
(The entire lease is not necessary)

(Please Use Additional Pages if Needed!)