



**2022 AWARD OF EXCELLENCE APPLICATION**  
**SUBMISSION DEADLINE: FEBRUARY 15, 2023 by 12:00 PM!**

PLEASE SEND APPLICATION TO: [denice.oneil@rcar.net](mailto:denice.oneil@rcar.net)

Nominee Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

During 2022, I was a Member of The Robertson County Association of REALTORS® for \_\_\_\_\_ months.

Current Firm Affiliation: \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Broker Name: \_\_\_\_\_

List the date when you started with your current Broker (Month/Day/Year): \_\_\_\_\_

Please list ALL other Brokers & Firms (including the dates) you have been affiliated with in this past year: \_\_\_\_\_

**Please Indicate Award Level & Also If You Are An Existing or New Lifetime Member**

- What level award are you submitting for?  
\_\_\_\_ Silver    \_\_\_\_ Gold    \_\_\_\_ Platinum  
\_\_\_\_ Existing Lifetime Member    \_\_\_\_ New Lifetime Member
- Is this your first time to receive an award?    \_\_\_\_ Yes    \_\_\_\_ No
- I have received the AWARD OF EXCELLENCE in the following past years: \_\_\_\_\_  
\_\_\_\_\_
- Are you applying for the First Time for a Lifetime Membership Plaque this year?    \_\_\_\_ Yes    \_\_\_\_ No
- Are you an existing Lifetime Member?    \_\_\_\_ Yes    \_\_\_\_ No
- What award are you submitting for:    \_\_\_\_ Individual Award    \_\_\_\_ Team Award
- If this is a Team Award, please list the members of your team that are dues paying members of RCAR that you would like to be presented with a medallion: \_\_\_\_\_  
\_\_\_\_\_

Please list the members of your team that are NOT dues paying members of RCAR that you would like to have a medallion presented to: \_\_\_\_\_  
\_\_\_\_\_

- GRAND TOTALS: (You will add line A to Line B to get Total Sales Price which is line C)
  - (A) Agent's or Team's Portion of MLS Sales Price (This is on the Agent's productivity report in the MLS): \_\_\_\_\_
  - (B) NON-MLS Sales Price: \_\_\_\_\_
  - (C) Total Sales Price (A+B=C): \_\_\_\_\_

Nominee's Certification:

By signing below (electronic signature is permissible), I certify that the attached record of my sales in the 2022 year is accurate and correct.

---

Nominee's Signature

Date

Broker's Certification:

I have verified the attached record of: \_\_\_\_\_  
Name of Nominee

It represents sales made through \_\_\_\_\_ of which I am the Broker of  
Date

Record and hereby certify this to be accurate and correct.

---

Brokers Signature

Date

**A separate Broker's Certification must be signed and submitted by the Broker at each Firm for which you have worked with this year. Please note, electronic signatures are permissible!**

**2022 AWARD OF EXCELLENCE RULES**  
**OF**  
**THE ROBERTSON COUNTY ASSOCIATION OF REALTORS®**

PLEASE SEND APPLICATION TO: [denice.oneil@rcar.net](mailto:denice.oneil@rcar.net)

**APPLICATION DEADLINE IS FEBRUARY 15, 2023 BY 12:00 PM!**

**Anything after this date and time will not be accepted!**

*\*\*Please note that you will receive a confirmation email that your application was received by the association. If you do not receive this confirmation email, then the association has **NOT** received your application!*

The Award of Excellence Awards is a volunteer service provided to the members of The Robertson County Association of REALTORS® for the purpose of honoring the members of the Association who achieve certain and specific sales achievement. It is not a contest with winners or losers but rather an opportunity for recognition for those who have qualified Real Estate Sales. The Robertson County Association of REALTORS® reserves the right to exercise their discretion in determining whether a nominee qualifies. The decision of the Award of Excellence Committee is **FINAL**.

---

**NOMINATION PROCESS**

1.1 In order to be considered for the award each eligible person must be nominated by his/her Broker. The nomination must be on the proper form(s), fully completed and signed by the Broker. If a nominee has more than one Broker in the year, each Broker must sign to verifying the nominee's sales while at that company.

1.2 **The deadline is 12:00 PM on February 15, 2023!** The completed application, supporting documentation and current photograph must be received in the Association Office by that time and on the proper form(s) in order to be considered.

1.3 The deadline is absolute. Excuses, whether valid or not, do not extend the deadline. **The Committee recommends nominees to submit their applications before the deadline.**

1.4 **LIFE MEMBER:** The life member status is available to an eligible person who has received the Award of Excellence for five out of the last seven cumulative years starting in 1984. If you believe that you qualify for this award, be sure to state this on your form in the appropriate place. A life member plaque will be awarded to *New* Life Members. The life member status will carry over from another Realtor® Association provided the member can furnish documentation acceptable to the Award of Excellence Committee.

1.5 You can only be recognized in one category, individual or team. You cannot qualify for both categories. Please make sure that you indicate which category is to be considered when you are submitting the awards application.

---

## **FORMS AND DOCUMENTATION**

- 2.1 All forms must be legible and filled out correctly and completely. If it is not complete, then that sale will not be computed into the total. Computer generated forms will be accepted, but must be in the same format as the Association form.
- 2.2 An agent productivity report is required on all MLS sales (must be MTRMLS or other MLS generated documentation).
- 2.3 Non-MLS transactions must be itemized on the form provided and a copy of the signed closing statement and the portion of the sales contract showing this information needs to be included in the awards submission. \*DO NOT SEND THE ENTIRE CONTRACT.
- 2.4 The total on the non-MLS sales to be added to the bottom of the MLS agent productivity report for the grand total and noted on the cover sheet.
- 

## **PERSONS ELIGIBLE**

- 3.1 Any Robertson County Association of REALTORS® member who is licensed as a Broker or Affiliate Broker and is/was an active member for at least 6 months of the award year is eligible.
- 3.2 A NON-REALTOR® AGENT IS NOT ELIGIBLE FOR THE AWARD UNLESS THEY ARE BEING SUBMITTED AS PART OF A TEAM. It is the responsibility of the nominee to confirm his/her membership status with the Robertson County Association of REALTORS®.
- 3.3 Only one category of award eligibility is permissible. If you are submitting as a Team, then you only qualify for the team award and not the individual award category. Any non-members of RCAR that are part of the team and the team leader wants to recognize, the Broker will be responsible for the cost of the team medallion for that recipient.
- 

## **REQUIREMENTS TO QUALIFY**

- 4.1 The following is a breakdown of the levels of the Awards for qualifying:

<i>Award Level</i>	<i>Individual Net Sales</i>	<i>Team Net Sales</i>
Silver	\$1,000,000 - \$2,999,999	\$2,000,000 - \$4,999,999
Gold	\$3,000,000 - \$4,999,999	\$5,000,000 - \$6,999,999
Platinum	\$5,000,000 or greater	\$7,000,000 – or greater

With each category the nominee must have qualified net volume of sales and/or leases during the applicable calendar year. A Team shall be defined as a Real Estate Team with a minimum of 2 people working and marketing themselves collectively as one unit in the Real Estate industry.

- 4.2 Only “CLOSED SALES” which have been closed during the applicable calendar year will be considered. Letter of intent, contracts, options and the like are not to be considered.

4.3 Only sales which have been closed and commission paid or note taken in lieu of, during the applicable calendar year shall be considered. A referral fee is not a commission. No portion of a sale for which a nominee received a referral fee may be counted toward sales volume.

4.4 Primary leases will be considered only in the year in which the lease is fully executed by all parties, all contingencies have been removed and the lease is in full force and effect.

4.5 All lease transactions must be substantiated by a copy of the lease and any other documentation required by the Awards Committee.

4.6 If there is more than one listing agent, the listing agents involved shall divide that half of the volume of the transaction evenly among themselves for the purpose of reporting the sales/lease to the Award of Excellence Committee. All Co-list information shall be clearly indicated on the application.

4.7 If more than one selling agent, the selling agents involved shall divide that half of the volume of the transaction evenly among themselves for the purpose of reporting the sales/lease to the Award of Excellence Committee. All Co-Sales information shall be clearly indicated on the application.

---

### **VERIFICATION**

5.1 Each nomination will be subject to the review by the Award of Excellence Committee for verification. Any transaction not reported on the proper form, or not sufficiently documented, **MAY BE REJECTED**. The committee shall have the right, but not the obligation, to request from nominee, or the nominee's Broker, additional information to verify satisfactorily a transaction which is to be considered.

5.2 **TO IMPROPERLY** give or receive credit for a transaction, or to falsify information is a **VIOLATION** of the rules. Those appearing to have done so will be reported to the Professional Standards Committee (By-Laws Article VI, Section 2).

---

The Awards Gala will be in the evening on April 11, 2023 at The Center in Springfield, Tennessee.

The theme this year is Mardi Gras.

Tickets will be \$45.00 per person. You can make your reservation by logging into the member portal and registering yourself, or you can call the office and we will be happy to assist you.

Please watch your email, our Facebook Page: Robertson County Association of REALTORS® or <https://www.facebook.com/RCARInc/> and/or website at [www.rcar.net](http://www.rcar.net) for additional information!