



Excellence Awards Application Guidelines

Eligibility

- Only Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors® are eligible to participate in the Excellence Awards.
- Eligible transactions are those closed between January 1, 2021 and December 31, 2021.
- Applicants must meet the uniform duties in involvement in side and production credit.
- Eligible properties include sales and referrals of single-family residences, as well as condominiums, townhouses, residential lots and multiple dwelling units that are in the Denver Metro area.

Rules and Definitions

Minimum Production: The minimum production is \$5 million or 10 sides, which is based on gross sales figures.

Listing and Sale: Brokers who both list and sell a property may take credit for both sides of the sale. Example: If you listed and sold a \$150,000 property this qualifies as two (2) sides, gross sale price is \$150,000 and the production figure is \$300,000.

Listing or Sale: Brokers who list or sell a property can take credit for only one side of the sale. Example: If you sold a \$150,000 property this qualifies as one (1) side gross sale price is \$150,000 and the production figure is \$150,000.

Co-Listing: Brokers involved in a co-listing (i.e. a listing or sale shared with another broker) receive credit for half of the amount of the transaction. Example: If you co-listed a \$150,000 property with another agent this qualifies as 0.50 sides, gross sale price is \$150,000 and the production figure is \$75,000.

Referral: When a broker associate refers a buyer or seller to another broker, the referring broker may claim the same percentage as the actual referral fee paid upon completion of the transaction during 2020. Example: John refers a \$100,000 listing to Mary. She will pay John a 20% referral fee. Mike sells Mary's listing. Since the referral fee is paid out of Mary's side only, John may claim a volume credit of \$20,000 (20% of the sales price). Mary may claim a volume credit of \$80,000 (80% of the sales price). Mike may claim a volume credit of \$100,000 (100% of the sales price).

New Construction, For Sale by Owners (FSBOs) and HUDs: Brokers who sell new construction, FSBO and HUD homes may claim the gross sales price (100%) as their production figure. In the case of HUDs, brokers who both list and sell a property may take credit for both sides of the sale.

Total Dollar Production for 2021: This is total gross sales, NOT commissions earned. *DO NOT USE COMMAS IN THIS FIELD.*

Application Audit and Review

Audit: The Denver Metro Association of Realtors® reserves the right to audit all applications. Make sure your application is complete. Incomplete applications may be rejected or returned for correction.

Additional Documentation: The Excellence Awards Committee may request further documentation to verify accuracy. If closing documents are audited, the closing settlement sheet must be signed by the broker or broker's assignee. If the audit proves the application is inaccurate, the applicant may be disqualified.

Certification: The name of the applicant's managing broker must be entered on the application. The company the applicant worked for at the end of 2021 will be the entity recognized at the awards.

Application Review: The Excellence Awards Committee, appointed by the Denver Metro Association of Realtors® Board of Directors, will make the final decision on disputes concerning rule interpretations, and has the authority to assign applicants to the correct category. By signing the Excellence Awards application, the applicant is verifying that they agree to all rules and requirements.

Production Award Categories

Individual Dollar Sales Production and Number of Sides

To qualify you must be able to meet ALL criteria below:

- I. Must be a Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®.
- II. Must attend more than 85% of your closings.
- III. Must sign more than 85% of your listing agreements.
- IV. Must generate less than 85% of production volume as a buyer's agent with leads produced by another agent.
- V. You did not participate in collective marketing with other agents, and you were not a part of a team that shared responsibilities, commissions and expenses.

Partnership Dollar Sales Production and Number of Sides

To qualify you must be able to meet ALL criteria below:

- I. Both individuals in the partnership must be a Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®.
- II. Partnership consists of two (2) brokers who collectively market together and share responsibilities, commissions and expenses.

Team Dollar Sales Production and Number of Sides

To qualify you must be able to meet ALL criteria below:

- I. The team lead(s) must be a Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®.
- II. Teams consist of three (3) or more members.
- III. As a team, 75% of team members must be Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®. If your team does not meet this criterion, team members may apply to become members OR the application will be disqualified.
- IV. Participate in collective marketing with other agents, or as part of a team, that share responsibilities, commissions and expenses.
- V. If employing/managing broker is a member of your team and all members of your office are also your team members, you can only apply as an office by category, not as a team.

Project Dollar Sales Production and Number of Sides

To qualify you must be able to meet ALL criteria below:

- I. Must be a Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®.
- II. Projects must have at minimum 10 units/lots in one building or subdivision.
- III. If 50% of your business is projects, you will qualify under this category. You will not be eligible for another category.

Office Dollar Sales Production and Number of Sides

To qualify you must be able to meet ALL criteria below:

- I. Office category applicants must be managing brokers who hold membership status (Primary or Secondary) with the Denver Metro Association of Realtors®.
- II. Only offices defined as a single location/address can apply for this category.
- III. The size of the office, and therefore the category, is determined by the number of licensed agents listed under the office. Applicants must submit a 2021 office roster. Office size will be verified through the Denver Metro Association of Realtors® database, the Colorado Department of Regulatory Agencies (DORA) and REcolorado.
- IV. If 80% or more of the agents in a single office location (whether they work in the office or work remotely) are Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®, the entire office's production will be counted in the office volume awards.
- V. If less than 80% of the agents in a single office location are Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®, only the production of Realtor® members will be counted in the office volume awards.
- VI. If employing/managing broker is a member of your team and all members of your office are also your team members, you can only apply as an office by category, not as a team.

Note: Recognition will go to the Top Dollar Sale Production and Top Sides in the following categories, which represent the size of the office: 1-5 agents, 6-10 agents, 11-30 agents, 31-50 agents, 51-75 agents, 76-100 agents, 101-200 agents and 201+ agents.

Special Recognition Award Categories

Broker/Manager of the Year

Any Realtor® who is a member in good standing of the Denver Metro Association of Realtors® may apply or be nominated for Broker/Manager of the Year. The Broker/Manager may be a current or past (must have served in the role in 2021) Broker/Manager of a company. The following criteria are used to help determine the recipient of the award:

- I. **Service to Brokerage and Agents:** Serving the Brokerage and its agents with the highest degree of professionalism and cooperation above and beyond expectation. Service through education and training.
- II. **Realtor® Activity:** Involvement in local Realtor® Association activity, including but not limited to leadership positions, committee and/or task force participation. Involvement in the Colorado Association of Realtors® and the National Association of Realtors® and/or participation or leadership in local chapters of the Institute, Societies and Councils.
- III. **Realtor® Spirit:** Faithfulness to laws, rules and regulations and the Code of Ethics, furtherance of the principles of good real estate practices.
- IV. **Civic Activity:** Participation in service clubs, civic and charitable activities, and community service activities.

Community Service Award (Individual or Company)

Any Realtor® (or office) who is a member in good standing of the Denver Metro Association of Realtors® may apply or be nominated for Community Service Award. The Excellence Awards recognizes Realtors® and Realtor® companies who dedicate time and resources to community service.

Industry Partner of the Year

Any Industry Partner who is a member in good standing of the Denver Metro Association of Realtors® may apply or be nominated for Industry Partner of the Year. The Industry Partner of the Year Committee will consider all applications and select the Industry Partner who, in the opinion of the Committee, meets the qualifications and is most deserving of this award. The recipient of the Industry Partner of the Year award is selected by the Industry Partner of the Year Committee, which is comprised of previous recipients of this award. The following criteria are used to help determine the recipient of the award:

- I. **Association Activity:** Involvement in Realtor® Association activity, including but not limited to committee and/or task force participation and attendance at association functions and programs.
- II. **Civic Activity:** Participation in service clubs, civic and charitable activities, political activities and community service activities.

Oliver Frasca Lifetime Achievement Award

Oliver Frasca was a ferocious legal advocate with an insatiable passion for real estate. He dedicated his life's work to real estate law, representing and advising developers, builders, lenders, buyers, sellers, landlords and tenants. He was perhaps best known, however, for being one of the nation's premier educators of Realtors®. Oliver was a member of the Real Estate Educators Association and the Colorado Real Estate Educators Association, which named him Educator of the Year in 1990. He was also a member of the Colorado Association of Certified Closers, the Colorado Association of Realtors® (which named him Educator of the Year in 2008) and the Colorado and American Bar Associations. We are proud to honor his legacy with the Oliver Frasca Lifetime Achievement Award.

Any Realtor® who is a member in good standing of the Denver Metro Association of Realtors® may apply or be nominated for the Oliver Frasca Lifetime Achievement award. The following criteria are used to help determine the recipient of the award:

- I. **Realtor® Activity:** Involvement in local Realtor® Association activity, including but not limited to leadership positions, committee and/or task force participation. Involvement in the Colorado Association of Realtors® and the National Association of Realtors® and/or participation or leadership in local chapters of the Institute, Societies and Councils.
- II. **Business Accomplishments:** Good business conduct, service to clients and other business-related activities.
- III. **Realtor® Spirit:** Faithfulness to laws, rules and regulations and the Code of Ethics furtherance of the principles of good real estate practices.
- IV. **Civic Activity:** Participation in service clubs, civic and charitable activities, political activities and community service activities.
- V. **RPAC/Government Affairs Activity:** Major investor in RPAC on an annual basis. Involvement in political advocacy or government affairs activities.
- VI. **Realtor® Member:** Member of the Realtor® organization for a minimum of 10 years; currently a member of the Denver Metro Association of Realtors®.
- VII. **Professional Development:** Involvement in education or professional development classes, promotion of the importance of further education, advanced designations and/or instructor.

Realtor® of the Year

Any Realtor® member in good standing of the Denver Metro Association of Realtors® may apply or be nominated for Realtor® of the Year. The Realtor® of the Year Committee will consider all applications and select the Realtor® who, in the opinion of the Committee, meets the qualifications and is most deserving of this award. The recipient of the Realtor® of the Year award is selected by the Realtor® of the Year Committee, which is comprised of previous recipients of this award. The following criteria are used to help determine the recipient of the award:

- I. **Realtor® Activity:** Involvement in local Realtor® Association activity, including but not limited to leadership positions, committee and/or task force participation. Involvement in the Colorado Association of Realtors® and the National Association of Realtors® and/or participation or leadership in local chapters of the Institute, Societies and Councils.
- II. **Business Accomplishments:** Good business conduct, service to clients and other business-related activities.
- III. **Realtor® Spirit:** Faithfulness to laws, rules and regulations and the Code of Ethics, furtherance of the principles of good real estate practices.
- IV. **Civic Activity:** Participation in service clubs, civic and charitable activities, political activities, and community service activities.

Rookie of the Year

Any Realtor® member in good standing of the Denver Metro Association of Realtors® may apply or be nominated for the Rookie of the Year Award if he/she is in the first 12 months of being licensed. The 12th month must fall in 2021. Rookie of the Year is based on production and must meet Excellence Awards criteria of \$5 million in production. The production submitted for Rookie of the Year is based solely on the first 12 months of production (not always a calendar year). Example: John Doe becomes licensed in June 2020. John would submit his production for Rookie of the Year from June 2020-June 2021.

Rising Stars

The Denver Metro Association of Realtors® will recognize all Realtor® members in good standing as Rising Stars if they were licensed on or after January 1, 2021 and have a sales production volume of at least \$2 million. No further special recognition application is needed.

Support Person of the Year

Any individual employed in a supporting role at a Brokerage may apply or be nominated for Support Person of the Year. The recipient of this award may or may not be a licensed real estate agent and/or a member of the Denver Metro Association of Realtors®. Support personnel outside of the brokerage are not eligible for nomination. The following criteria are used to help determine the recipient of the award:

- I. **Service to Brokerage and Agents:** With the highest degree of professionalism above and beyond expectation.
- II. **Service to Oneself Through Education:** Always looking for opportunities for growth.
- III. **Civic Activity:** Participation in service clubs, civic and charitable activities, political activities, and community service activities.

IMPORTANT: PLEASE READ

Application Reminders

- Carefully enter your name. Check for typos and misspellings. The Denver Metro Association of Realtors® will not be responsible for name misspellings.
- If you switched brokerages during the 2021 year, you must include production sheets from each brokerage if using your company's production sheets. If using the Denver Metro Association of Realtors® tally sheet, you must include the managing broker name from each of the brokerages.
- If you are a member of and apply as, a partnership or team, you cannot also apply as an individual.

Upload Your Production Sheet

You may use your company's production sheets as long as all the information is clearly identified, it includes the name of your Managing Broker and all production is totaled. You can also use the Denver Metro Association of Realtors® [Production Sheet Template \(DOWNLOAD HERE\)](#). All production tally sheets must be totaled. You may also pull your total sales from REcolorado if input into the REcolorado Matrix. This can be found under Stats/Productivity Report/Ranking Report.

Questions

If you have questions or need more information, please visit www.dmarealtors.com/excellenceawards or contact us at excellence@dmarealtors.com.