



## 2023 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, 2022 and December 31, 2022.
- Applicants must meet the uniform duties in involvement in side and production credit.
- Eligible properties include sales of single-family residences, as well as condominiums, townhouses, residential lots and multiple dwelling units in the 11-county Denver Metro area (Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Jefferson and Park) and all contiguous counties and referrals.

### 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 2022. 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 case of HUDs, brokers who both list and sell a property may take credit for both sides of the sale.

**Total Dollar Production for 2022:** This is total gross sales, **NOT** commissions earned.

### 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 Task force 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 2022 will be the entity recognized at the awards.

**Application Review:** The Excellence Awards Task Force, 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 generate more than 85% of your business on your own.
- III. You did not participate in collective marketing with other agents as part of a partnership or team who shared responsibilities and expenses.
- IV. No more than 49% of your business was projects (new construction) in 2022. If 50% or more of your business was projects, you must apply under the "Project" category.

#### **Partnership Dollar Sales Production and Number of Sides**

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

- I. One individual in the partnership must be a Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®.
- II. If only one of the two members is a Primary or Secondary member, the other partner may join the Denver Metro Association of Realtors® as a Primary or Secondary member or the partner who is a current member may choose to apply for the Partnership award with only his/her production.
- III. Partnership consists of two (2) Realtors® who collectively market together and share responsibilities and expenses.
- IV. No more than 49% of the Partnership's business is projects (new construction). If 50% or more of the business is projects, you must apply under the "Projects" category.

#### **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. No more than 49% of the Team's business is projects (new construction). If 50% or more of the business is projects, you must apply under the "Projects" category.
- IV. The size of the team, and therefore the category, is determined by the number of licensed agents listed under the team. Applicants must submit a 2022 team roster. Licensed support staff (i.e., assistants, transaction coordinators) must be identified on the roster and in REcolorado with their title and should not be included in team size number. Licensed support staff, in order to be excluded from team count, must not have completed more than two (2) personal transactions in the calendar year 2022.
- V. As a team of three to five members, at least 75% of team members must be Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®. As a team of six or more, at least 80% of team members must be Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®. If a team does not meet this criterion, team members may apply to become members OR the team members

who are current Association members may apply with only their production. Example: If a team of 20 applies but only 10 team members are current Association members, the best option is likely to get the other 10 to join; however, if that is not an option, then the 10 Association members may choose apply to with only their production. In this case, the team would be placed in the 16-25 team member category and compete with larger teams. This team would not be eligible to move to the 6-15 category.

- VI. Participate in collective marketing with other agents, or as part of a team that share responsibilities and expenses.
- VII. If an employing/managing broker is a member of a team and all members of an office are also team members, that team 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 team: three to five team members, six to 15 team members, 16 to 25 team members and 26+ team members.

### **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(s) (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®.
- II. Partnerships must have at least one member who is a Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®. The other partner(s) may join as a Primary or Secondary member, or the Association member partner may apply with only his/her production.
- III. As a team of three to five members, 75% of team members must be Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®. As a team of six or more, 80% 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 team members who are Association members may apply with only their production.
- IV. Projects must have at minimum 10 units/lots in one building or subdivision.
- V. If 50% or more of your business is projects, you must apply 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. Offices are defined with MLS ID OR by single location/address.
- 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 2022 office roster. Licensed support staff (i.e., assistants, transaction coordinators) must be identified on the roster and in REcolorado with their title and should not be included in office size number. Licensed support staff, in order to be excluded from office count, must not have completed more than two (2) personal transactions in the calendar year 2022. Rosters may 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 brokerage (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 brokerages production will be counted in the brokerage volume awards.

- V. If less than 80% of the agents in a Brokerage are Realtor® members (Primary or Secondary) in good standing of the Denver Metro Association of Realtors®, the non-members may join the Denver Metro Association of Realtors(s) as a Primary or Secondary member, or the brokerage may apply with only the production of Realtor® Association members.
- VI. If an employing/managing broker is a member of a team and all members of an office are also team members, that team 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: one to five agents, six to 10 agents, 11 to 30 agents, 31 to 50 agents, 51 to 75 agents, 76 to 100 agents, 101 to 200 agents and 201+ agents. \*Size categories are subject to change based on the number of applicants and number of agents in offices. The Excellence Awards Task Force will review once all applications have been received.

## Special Recognition Award Categories

### Broker/Manager of the Year

Any Realtor® who is a member (Primary or Secondary) 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 2022) 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 (Primary or Secondary) 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 (Primary or Secondary) 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 Task Force will consider all applications and select the Industry Partner who, in the opinion of the Task Force, 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 Task Force, which is comprised of previous recipients of this award. The following criteria is 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 Frascona Lifetime Achievement Award**

Oliver Frascona 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 Frascona Lifetime Achievement Award.

Any Realtor® who is a member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors® may apply or be nominated for the Oliver Frascona 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 importance of further education, advanced designations and/or instructor.

### **Realtor® of the Year**

Any Realtor® member (Primary or Secondary) 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 Task Force will consider all applications and select the Realtor® who, in the opinion of the Task Force, 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 Task Force, 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 (Note: Award based exclusively on production)**

Any Realtor® member (Primary or Secondary) 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/they is in the first 12 months of being licensed. The 12th month must fall in 2022. 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 2021. John would submit his production for Rookie of the Year from June 2021-June 2022.

**Rising Stars (Note: Award based exclusively on production)**

Any Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors® may apply or be nominated for a Rising Star award if he/she/they were licensed on or after January 1, 2022 and have a sales production volume of at least \$2 million.

**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. 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.

**Pathways Award (Awarded to up to three Realtor® members each year)**

Any Realtor® member (Primary or Secondary) in good standing of the Denver Metro Association of Realtors® may apply or be nominated for a Pathways Award. The goal is to recognize members who are committed to guiding and supporting clients from traditionally underserved communities along the various pathways to homeownership. For example, this award could recognize members who have served their clients with success utilizing CHFA, VA, FHA or down payment assistance in a transaction. This is your opportunity to describe to us how you, or a deserving peer, went above and beyond in 2022. The application requires an essay of 250 words or less. If chosen, applicants may be contacted for additional information.

## IMPORTANT

### When Completing Your Application:

- 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 2022 year, you must include production sheets from each brokerage if using your company's production sheets. If using the DMAR 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 brokerage's production sheets as long as all the information is clearly identified, computer generated, includes the name of your brokerage, Managing Broker and all production is totaled.

You may also pull your total sales from REcolorado if input into the REcolorado Matrix. This can be found under Stats/Productivity Report/My Production and Inventory Report, or under Team/Office Production depending on the application.

You may use the DMAR provided template. All columns must be totaled. Incomplete production sheets will be returned to applicants for completion and will include a deadline for resubmission. **ALL PRODUCTION SHEETS MUST BE TOTALED.**

NOTE: Production sheets that are handwritten or have handwritten edits, will not be accepted and will be returned to applicant. Applications will be considered null until a revised, computer-generated production sheet is resubmitted.

Application fees are non-refundable. Please be sure to have all information correct, submit under the correct category and have your broker/manager sign to verify before submitting.