



2024 Excellence Awards Guidelines for Production Awards

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, 2023 and December 31, 2023.
- 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) or a 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 2023. 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 2023: 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 2023 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 Awards 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 2023. 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 2023 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 the 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 2023.
- 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 to apply 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 shares 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 2023 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 2023. 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.

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 2023 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 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. Closed off-market sales can also be entered in REcolorado. If you have questions, please refer to [this page](#) or contact REcolorado's Customer Success department at 303-850-9576 or support@REcolorado.com.

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 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.

