

**RULES FOR THE  
2009 AWARD OF EXCELLENCE  
OF THE KNOXVILLE AREA ASSOCIATION OF REALTORS®**

**INTRODUCTION**

The Award of Excellence is a volunteer service provided to the members of the Knoxville Area Association of REALTORS® for the purpose of honoring those members who achieve certain and specific high standards of qualification. It is not a contest with winners and losers but rather an opportunity for recognition for those whose qualified Real Estate Sales meet the minimum criteria for the award. The business, affairs and policies of the Award of Excellence shall be governed by a Committee consisting of past recipients appointed by the President of the Association. The Award of Excellence Committee reserves the right to exercise its discretion in whether a nominee qualifies. The decision of the Award of Excellence Committee is final.

**AWARDS OF EXCELLENCE**

**Silver Award of Excellence = Minimum \$1,000,000.00 or 25 Transactions**  
**Gold Award of Excellence = Minimum \$2,000,000.00 or 50 Transactions**  
**Diamond Award of Excellence = Minimum of \$5,000,000.00 or 75 Transactions**

**ELIGIBILITY**

**1.1** Agents and Designated Brokers who are **Primary** members of the Knoxville Area Association of REALTORS® may be eligible. Reciprocal MLS members are not eligible. There shall not be any charter members nor shall any agents or brokers be “grandfathered” into membership.

**REQUIREMENTS TO QUALIFY**

**2.1** In order to qualify for the **Silver Award of Excellence**, a nominee must have at least one million dollars in combined sales and/or listing volume in the calendar year 1/1 to 12/31 immediately preceding the date of application. Or, a minimum of 25 transaction sides if dollar volume is less than one million dollars.

**2.1.2** In order to qualify for the **Gold Award of Excellence**, a nominee must have applied and been approved for the Silver Award of Excellence and submit a second application with **ONLY** additional transactions totaling one million (totaling two million dollars in combined sales and/or listing volume in the calendar year 1/1 to 12/31 immediately preceding the date of application). Or, an additional 25 transactions to total a minimum of 50 transaction sides if dollar volume is less than two million dollars for the calendar year 1/1 to 12/31 immediately preceding the date of application if the Silver Award was approved on transaction sides .

**2.1.3** In order to qualify for the **Diamond Award of Excellence**, a nominee must have applied and been approved for the Silver Award of Excellence **AND** the Gold Award of Excellence and have submitted a third application with **ONLY** additional transactions totaling three million (totaling five million dollars in combined sales and/or listing volume in the calendar year 1/1 to 12/31 immediately preceding the date of application). Or, an additional 25 transactions to total a minimum of 75 transaction sides if dollar volume is less than five million dollars for the calendar year 1/1 to 12/31 immediately preceding the date of application if the Silver and Gold Awards were approved on transaction sides .

**2.2** If an applicant does not submit the application for the Silver Award within 60 days, applicant **CANNOT** apply for any of the subsequent awards. Each subsequent award application must be submitted within 60 days of reaching the criteria for that award.

**2.3** Volume shall be counted as follows: a \$100,000 property is sold; the listing agent gets \$50,000 listing volume and the selling agent gets \$50,000 sales volume. If there is more than one list agent or sales agent, volume or number of transactions must be split equally among all agents.

**2.4** No transaction, listing or sale, shall be considered unless a commission is earned or has been earned and is paid to the nominee’s broker, on such transaction. Please note any transaction that does not meet the commission criteria.

**NOMINATION PROCESS**

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

**3.2** If the nominee requests a plaque, the nominee will be responsible for payment of a one time application fee of \$50.00 which must accompany the Silver Award application. If application is not approved, \$35.00 will be refunded. If the nominee does not want a plaque, the nominee will be responsible for payment of a nonrefundable application fee of \$15.00. Only one Plaque or Certificate will be awarded to each approved Applicant.

**3.3** The deadline for submitting applications for the Award of Excellence must be within 60 days of the closing date after the criteria for each award has been met (*except for the month of December*). These figures will be verified as soon as is possible by the Award of Excellence Committee. The final deadline will be the first working day in January.

**3.4** THE DEADLINE IS ABSOLUTE. Excuses, whether or not valid, do not extend the deadline. Any application submitted after the 60 day time frame **WILL BE REJECTED.**

**QUALIFIED SALES**

**4.1** Only listings and sales volume for Residential, Condominiums, Multi-Family and Lots & Acreage Property types 1, 2, 3& 5 located within the State of Tennessee will be counted. Leases do not qualify as volume.

**4.2** All Sales not listed in the MLS must be reported using the “NON-MLS FORM” provided.

**4.3** Only “CLOSED SALES” which have been closed during the applicable calendar year with a commission paid, or note taken for commission, will be considered.

**4.4** If there is more than one listing agent or sales agent, the agents involved shall divide the volume or number of the transactions evenly among themselves for the purpose of reporting the sale to the Award of Excellence.

## LISTING VOLUME CREDIT

- 5.1 You will not be allowed to claim listing credit unless you have a signed listing agreement with your name as listing agent. Any changes made to the original listing agent must have been made prior to a sales contract being obtained and approved in writing by the nominee's broker with an explanation of why the listing agent is being changed. **There will be no exceptions.** If the listing agent change did not get corrected before the contract was obtained, you will lose the credit.
- 5.2 If the seller(s) request their property not be listed in the MLS, you must have another form of listing agreement signed by all sellers in order to claim listing credit. This agreement must have been made **prior** to obtaining a sales contract. You must use the NON-MLS Form.

## REFERRAL FEES

- 6.1 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/listing volume.

## DOCUMENTATION

- 7.1 All the information on the front of the application form must be complete in every detail and signed by the nominee and the nominee's Broker. If a nominee has had more than one broker in the year, each broker must sign verifying the nominee's sales while at that company.
- 7.2 The information on each sale MUST include the MLS number, if available.
- 7.3 If an MLS Number is NOT available, the Nominee MUST submit DOCUMENTATION to prove, without further inquiry, that the information provided is correct: a) that the sale closed, b) the dates of the transaction; c) Total Sales Price; d) Nominee's portion, e) that a commission was paid; and f) Nominee's involvement. Use "NON-MLS FORM".
- 7.4 A nominee shall be responsible for checking the MLS computer to be sure comparable information is correct. Computer comparable information which is not correct should be corrected immediately.
- 7.5 In order to process the forms with the volunteer committee in the limited time available, it is necessary that materials submitted be done correctly. Anyone not following instructions **will be rejected.** Be sure you understand and comply with the rules.
- 7.6 All applications must be submitted on forms provided by the Association and must be filled out correctly and completely. No other forms except computer printouts will be accepted. For NON-MLS sales, use form provided.
- 7.7 Supporting Documentation to be given as follows for each transaction, stapled together in this **exact order** and **HIGHLIGHT ALL REQUIREMENTS LISTED IN BOLD PRINT on each transaction.**
- Application form must be typed or printed legibly and filled out completely with sales listed in chronological order of date closed.
  - A **one-line printout** from the MLS computer, showing the MLS#, ADDRESS, LISTING AGENT ID#, SELLING AGENT ID#, SALES PRICE AND CLOSED DATE. *In the Real Focus MLS System, Click on Listings>Reports>Award of Excellence.*

- Any transaction that did not receive a commission needs to be noted on the MLS Printout.

- A copy of the listing agreement, if nominee is listing agent, signed by **ALL SELLER(s)** and **LISTING AGENT(s)**.

- A copy of the signature page of the Confirmation of Agency with the **SIGNATURE OF YOUR CLIENT/CUSTOMER** for the side you are claiming credit for.

- A copy of the closing statement, signed by **CLOSING/SETTLEMENT AGENT** and **ALL BUYER(s) & SELLER(s)**. **COMMISSION, SALES PRICE AND CLOSING DATE** must also be highlighted.

- NON-MLS Form must be submitted for any listing or sale that is not listed in the Multiple Listing Service. All other substantiating documentation must be attached to this form.

**If circumstances necessitate any variations from these requirements, you MUST explain the circumstances in writing.**

## VERIFICATION

- 8.1 Each applications will be reviewed by the Award of Excellence Committee for verification. Any application not reported in proper form, or not sufficiently documented, or submitted after the 60 day time frame **WILL BE REJECTED.** The committee shall have the right, but not the obligation, to request from a nominee, or the nominee's broker, additional information to verify, satisfactorily, a transaction which is to be considered. If the committee deems it necessary to return your application for corrections, your application will be returned and corrections need to be made within 30 days (except for the month of December). If the corrected application is not complete with the documentation requested, the application will be rejected.
- 8.2 To **IMPROPERLY** give or receive credit for a transaction, or to falsify information is a **VIOLATION** of the Rules. Anyone found in violation may be ineligible for participation either in the year applied for or the following year. Those appearing to have done so will be reported to the Professional Standards Committee for disciplinary action. (According to the By-Laws Article VI, Sec. 2).
- 8.3 Application information will be treated **CONFIDENTIAL**, and the nominee will be responsible for collecting these documents following acceptance or rejection of his/her application. The application form remains the property of the Award of Excellence Committee.

## ADVERTISING

- 9.1 Nominee, upon verification of volume and notification in **WRITING** of approval by the Award of Excellence Committee may then and only then state claim to have achieved or qualified for the "Knoxville Area Association of REALTORS® Award of Excellence".
- 9.2 All advertisements regarding the Award of Excellence (formerly Million Dollar Club) must contain the following: (1) Full name, "Knoxville Area Association of REALTORS® Award of Excellence", and (2) Identify either year(s) or yearly periods of acceptance.
- 9.3 The Award of Excellence Committee will be checking advertising for compliance to this rule. Anyone found in violation of the advertising rule may be ineligible for participation either in the year applied for or the following year.

## AWARDS

- 10.1 Plaques and/or certificates if requested will be awarded at the Annual Installation and Awards Banquet.

**2009 KNOXVILLE AREA ASSOCIATION OF REALTORS®  
AWARD OF EXCELLENCE APPLICATION**

Cover Sheet (Return with Documentation in Award of Excellence Packet)

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

Present Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

**Enclosed is my application fee of \$50.00 [ ] Yes, I do want a plaque.**

**Enclosed is my application fee of \$15.00 [ ] No, I do not want a plaque.** \_\_\_\_\_  
**agent's initials**

"I certify that I have read the Rules of the Award of Excellence and that the enclosed information is true. It is understood that complete responsibility for correctness and accuracy is assumed by me. It is further understood that if there are any INTENTIONAL MISREPRESENTATIONS, which shall be determined by the Verification Committee, after I have appeared before the Committee in order to give explanation, my application can be rejected and I, the applicant, will not be eligible for membership for a period of two (2) years following date of rejected application. Should I not comply with the Rules and Requirements of this committee, in not furnishing satisfactory documentation, I understand that I will not be approved for the year in which I am applying, and will have no need to appear before the Committee.

\_\_\_\_\_  
Signature of Nominee

**BROKER'S CERTIFICATION**

I have verified that the attached record of \_\_\_\_\_ (nominee) represents sales made through \_\_\_\_\_ (firm) of which I am Broker of Record and I hereby certify it to be accurate and correct. I also certify that a commission was paid on each of the sales in which my firm was involved.

\_\_\_\_\_  
Signature of Broker of Record

*To be completed by **previous** brokers if applicant was with more than one firm during this application year.*

**BROKERS CERTIFICATION**

I have verified that the attached transaction #'s \_\_\_\_\_ represents sales made through \_\_\_\_\_ (firm) of which I am Broker of Record and I hereby certify that \_\_\_\_\_ (nominee) was a member of this firm and a commission was paid on each of these transactions.

\_\_\_\_\_  
Signature of Broker of Record

**BROKERS CERTIFICATION**

I have verified that the attached transaction #'s \_\_\_\_\_ represents sales made through \_\_\_\_\_ (firm) of which I am Broker of Record and I hereby certify that \_\_\_\_\_ (nominee) was a member of this firm and a commission was paid on each of these transactions.

\_\_\_\_\_  
Signature of Broker of Record

**NON-MLS FORM**  
**Use This Form for Non-MLS Transactions**

All sales that have NOT been reported through the Multiple Listing Service MUST be entered on this form for AWARD OF EXCELLENCE documentation.

-----  
Property Address \_\_\_\_\_

Legal Description of Property \_\_\_\_\_

Name of Seller(s) \_\_\_\_\_

Name of Purchaser \_\_\_\_\_

Closed Date: \_\_\_\_\_

---

**-Use this section if a closing statement is not available-**

I certify that the above transaction was closed on \_\_\_\_\_ and that the SALES PRICE was \$ \_\_\_\_\_ and a commission was paid to \_\_\_\_\_

\_\_\_\_\_  
Signature of Closing Attorney, Escrow Agent

---

My portion of the Sales Price of the above sale for the Award of Excellence is \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominee

I certify that the above sale was closed and that a commission was paid to \_\_\_\_\_.

\_\_\_\_\_  
Signature of Designated Broker

\_\_\_\_\_  
Company Name

**2009 KNOXVILLE AREA ASSOCIATION OF REALTORS®  
AWARD OF EXCELLENCE APPLICATION**

Cover Sheet (Return with Documentation in Award of Excellence Packet)

**For Use with Subsequent Applications**

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

Present Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

**I am applying for :**

Gold Award of Excellence - Silver Award was approved on \_\_\_\_/\_\_\_\_/\_\_\_\_

Diamond Award of Excellence - Gold Award was approved on \_\_\_\_/\_\_\_\_/\_\_\_\_

"I certify that I have read the Rules of the Award of Excellence and that the enclosed information is true. It is understood that complete responsibility for correctness and accuracy is assumed by me. It is further understood that if there are any INTENTIONAL MISREPRESENTATIONS, which shall be determined by the Verification Committee, after I have appeared before the Committee in order to give explanation, my application can be rejected and I, the applicant, will not be eligible for membership for a period of two (2) years following date of rejected application. Should I not comply with the Rules and Requirements of this committee, in not furnishing satisfactory documentation, I understand that I will not be approved for the year in which I am applying, and will have no need to appear before the Committee.

\_\_\_\_\_  
Signature of Nominee

**BROKER'S CERTIFICATION**

I have verified that the attached record of \_\_\_\_\_ (nominee) represents sales made through \_\_\_\_\_ (firm) of which I am Broker of Record and I hereby certify it to be accurate and correct. I also certify that a commission was paid on each of the sales in which my firm was involved.

\_\_\_\_\_  
Signature of Broker of Record

