

Circle of Achievement

Qualifying Year 2018



APPLICATION CHECKLIST:

- Deadline for submission is **4:00 p.m. on Friday, January 25, 2019**. Original applications **MUST BE DELIVERED** to the Board Office by this deadline. Postmark dates will **NOT** be considered in qualification process.
- Application Fee is \$30. Circle of Achievement Certificates will be presented at the awards event. Plaques will be available for order following the award event, at the recipient's expense.
- Application must be submitted on official forms provided by Fayette County Board of REALTORS® Circle of Achievement. Photocopies of blank forms are acceptable and computer-generated forms are acceptable if they are **EXACT** duplicates of the Board form. Handwritten forms will **NOT** be accepted.
- Applications must be submitted with accurate information, **including mathematical calculations**. **IT IS THE APPLICANT'S SOLE RESPONSIBILITY TO ENSURE THAT THERE ARE NO "ERRORS" ON THE APPLICATION, AND DELIVERED ON TIME, IN ORDER TO AVOID DISQUALIFICATION.**
- Photo **MUST** be e-mailed to AA@FayetteRealtors.com at the time of application. Photo **MUST** be in **.jpg** format and at least 500KB. Please name the file "**LastName.FirstName.jpg**". For example "John Adams" would be **Adams.John.jpg**. If no photo received by application deadline, then no photo will be published.
- To have your 2018 Sales Volume released to the Atlanta Business Chronicle, you **MUST** sign release form (pg. 2)
- For applicants who have **Transferred** from another Board during the year:
 - Dues payment verification from previous board is required.
 - Attach notarized certification of sales volume from each broker with whom you were affiliated during 2018.
- Circle of Achievement Worksheet **MUST** be certified/notarized by the Applicant's Broker/ Designated REALTOR® in accordance with Circle of Achievement Rules. Applicants **MUST** provide their Broker-Notarized certification from each brokerage with whom they were affiliated.
- All Official Forms (Volume Recap, Letter of Certification) **MUST** be typed, dated and signed by the Applicant.
- There is a Circle of Achievement Excel Worksheet available for your use at the Board's website (Documents page). Please note the 2 tabs at the bottom of the worksheet, one for the short form and one for the long form. If you have: **25 or fewer transactions . . . use the SHORT FORM**
26 or more transactions . . . use the LONG FORM
- Keep a copy of the entire application for your records.
- If you have any questions or concerns regarding this application, please contact the current Chair of the Awards Committee.

** Please do not submit this page with application*

FOR ADMINISTRATIVE USE ONLY	By: (initials)
<input type="checkbox"/> FCBR Membership Verified	(Y N) _____
<input type="checkbox"/> Payment Received:	(Y N) _____
<input type="checkbox"/> Photo: Email Received	(Y N) _____
<input type="checkbox"/> Application Signed & Notarized	(Y N) _____
<input type="checkbox"/> Class of Membership Verified	(Y N) _____
<input type="checkbox"/> Publish Class of Membership	(Y N) _____
<input type="checkbox"/> Publish Photo	(Y N) _____
<input type="checkbox"/> Publish Sales Volume	(Y N) _____
<input type="checkbox"/> Volume Recap Signed/Complete	(Y N) _____

FULL NAME: _____
(Name as you want it to appear in media publications)

CURRENT FIRM: _____

PRIMARY BOARD: _____

AGENT PHONE: _____

BROKER PHONE: _____

CLASS OF MEMBERSHIP: _____

TOTAL CREDIT CLAIMED: \$ _____

OFFICIAL APPLICATION

CIRCLE OF ACHIEVEMENT

Qualifying Year 2018

Congratulations on qualifying for membership in the Fayette County Board of REALTORS® (FCBR) Circle of Achievement!

Circle of Achievement Membership is the annual recognition to all FCBR members who have successfully achieved one million dollars or more in qualifying sales volume during the most recent qualifying year.

CLASSES OF MEMBERSHIP

ACTIVE: One who qualifies for Circle of Achievement (COA) Membership.

LIFE: One who qualifies for COA Membership for the third consecutive year **OR** for a total of five (5) non-consecutive years.

ACTIVE LIFE: One who previously qualified for Life Membership.

PHOENIX: One who qualifies for COA Membership ten (10) times. Awarded to members upon their tenth year of Membership.

ACTIVE PHOENIX: One who has previously qualified for Phoenix Membership.

SILVER PHOENIX: One who qualifies for COA Membership a total twenty-five (25) times. Awarded to Members upon their twenty-fifth year of Membership.

ACTIVE SILVER PHOENIX: One who qualifies for COA Membership at 26th year of qualification.

The Annual Awards Dinner & Dance honoring Circle of Achievement members, will be held on March 23, 2018 at the Peachtree City Hotel & Conference Center. If you wish to attend, event tickets can be purchased separately.



SALES VOLUME RECAP

(See Circle of Achievement Membership Admission Requirements pages 3 – 8)

--- MUST BE TYPED ---

Total Dollar Volume Claimed – Current Firm \$ _____

Current Broker: _____

Total Dollar Volume Claimed – Previous Firms \$ _____

Name(s) of Other Firm(s) you were affiliated with during Qualifying Year: _____

TOTAL CREDIT CLAIMED: \$ _____

CURRENT BROKER SIGNATURE: _____

LETTER OF CERTIFICATION

I, _____, hereby make application for membership in the Circle of Achievement of the Fayette County Board of REALTORS® and attached hereto is the required application fee. In order that this application be considered, I hereby certify that I personally handled during the period of January 1, 2018 through December 31, 2018 the real estate transaction(s) detailed in the attached forms totaling \$_____.

Date: _____, Applicant

PHOTO MEDIA RELEASE CONSENT

I, _____, do hereby give my permission to the Fayette County Board of REALTORS® to publish **my Photo and Class of Membership** for 2018.

Date: _____, Applicant

SALES VOLUME MEDIA RELEASE CONSENT

I, _____, do hereby give my permission to the Fayette County Board of REALTORS® to publish **my Sales Production Volume** for 2018.

Date: _____, Applicant

Circle of Achievement

Membership Admission Requirements

FAYETTE COUNTY BOARD OF REALTORS®

Revisions Approved by the Board of Directors on April 20, 2017

Effective for

QUALIFYING YEAR 2017

Transactions from January 1, 2018 to December 31, 2018

I. ELIGIBILITY

- A. Any employee or independent contractor (officer or otherwise) of any real estate Brokerage (individual or firm) who, for the above "Qualifying Year 2017" was:
- licensed under the Georgia Real Estate Commission,
 - a REALTOR® member in good standing of the Fayette County Board of REALTORS®, Inc, for the qualifying year, AND
 - who has NOT applied for, nor is a member of another Board of REALTORS® MDC or COA for the qualifying year.
- is eligible for membership.

Applicant name MUST appear on the contract and the applicant MUST have been paid a commission in connection with each transaction claimed for membership credit.

Exception: In the case of HUD, certain bank Foreclosure contracts or New Construction Contracts, in which the name of the applicant does not appear, the applicant is required to submit proof of commission paid, at the time of the application submission. (See "Proof of Commission", Page 6).

II. QUALIFYING YEAR

Qualifying Year shall be defined as a full previous calendar year beginning January 1 running through December 31.

III. QUALIFICATIONS

To qualify, each individual REALTOR® must fulfill the following requirements:

- A. Produce and close new business in total sides (listing and/or selling) in the amount of, or in excess of, \$1,000,000 during the Qualifying Year.
- B. Must be a primary member in the Fayette County Board of REALTORS®, Inc. on or before December 31 of the qualifying year.
- C. Transferring applicants from other Georgia Boards **must** make application to join the Fayette County Board of REALTORS®, Inc. within thirty (30) days of vacating the previous board. The effective date for counting volume will be January 1 of the Qualifying Year provided the Applicant fulfills all Board membership requirements. In the event the COA Applicant does not fulfill the foregoing requirements, then the Applicant's effective date for counting volume for COA purposes will be the official date of Board membership, in accordance with the Bylaws.

IV. SUBMISSION

- A. The application must be delivered to the Fayette County Board of REALTORS® on or before the submission deadline date.
- B. The Awards Committee will review all applications for compliance and mathematical accuracy. The Committee will then submit the list of applicants to the Board of Directors of the Fayette County Board of REALTORS®, recommending approval or disqualification of each.
- C. OFFICIAL APPLICATION, SALES VOLUME RECAP, LETTER OF CERTIFICATION, MEDIA RELEASE (See Page 2) and CIRCLE OF ACHIEVEMENT WORKSHEET (See Page 10) MUST BE TYPED and submitted on current, official forms provided by the Fayette County Board of REALTORS®, Inc. The Grand Totals on APPLICATION, WORKSHEET(S) and SALES VOLUME RECAP SHEET must match. Failure to submit the appropriate forms will result in disqualification of the application.
- D. LETTER OF CERTIFICATION (See Page 2) must be signed, dated, and the volume must be indicated by the Applicant.

By signing the LETTER OF CERTIFICATION the Applicant thereby certifies that he or she has a) read the rules and regulations of the Fayette County Board of REALTORS® Circle of Achievement, b) reviewed the application for informational and mathematical accuracy, and c) warrants that the information contained therein is true and correct and that the Applicant has met all the qualifications of the rules for admission to the Circle of Achievement. **The Applicant understands that should there be any errors or misrepresentation in form and/or content of this application, other than typographical, will result in disqualification of the application.**

- E. CIRCLE OF ACHIEVEMENT WORKSHEET (including Broker Certification) must include the notarized signature of the Broker or Designated REALTOR® (for a definition, see Bylaws: Article IV, Section 5, page 3) of the firm with whom the REALTOR®/Applicant is/was affiliated at the time the reported transaction(s) occurred.

By signing the COA WORKSHEET, the Broker thereby certifies that he or she has read the rules and regulations of the Fayette County Board of REALTORS® Circle of Achievement, has read and reviewed the application, and warrants that it is true and correct and that the Applicant has met all the qualifications of the rules for admission to the Circle of Achievement.

The Broker/Designated REALTOR® may authorize another REALTOR® in his or her firm to sign the certification provided **that this authorization is in writing and on file in the Board Office prior to filing this application**. This assignment of authorization in no way relieves the Broker/Designated REALTOR® from responsibility of certification of this application.

If Applicant's transactions are from more than one company, a separate Circle of Achievement Worksheet(s) must be prepared for the transactions occurring in each company, signed and certified by the Applicant and Broker/Designated REALTOR® of each company, then notarized.

- F. Brokers submitting their own applications should refer to items C. and D. under Section VI. Audit for specific guidelines. (See Page 6)

V. CREDITS

PLEASE NOTE: The dollar amount of commission paid is IRRELEVANT for calculation of Circle of Achievement.

- A. Allocation of Production Credits: Total credit amounts claimed by all applicants for purposes of qualifying for the COA cannot exceed a combined amount of 100% of the total purchase price on any transaction, with a maximum credit allowable per side for either selling or listing of 50%.

Each transaction is to be divided in half – 50% of the transaction to the listing side and 50% to the selling side. If there is only one agent on each side, each agent would claim 50% of the total transaction (50% plus 50% equals 100%). In the event there is more than one agent on a given side, then that 50% of the transaction is to be divided between the 2 or more agents in direct proportion to their commission earned for that side.

EXAMPLE: The transaction was for \$300,000.00.

- If there was one agent on the listing and one agent on the selling side, each agent would claim \$150,000.
- If more than one agent was involved on either the listing or the selling side, the agents on each side would split the side according to the sharing agreement between them on that side of the transaction. As in this example, if there were 2 agents on the listing side with one agent earning 60% and the other earning 40%, then the first agent would claim \$90,000 (\$150,000 x .60) and the second agent would claim \$60,000 (\$150,000 x .40). All agent's signatures need to be on the contract to claim toward their volume.

B. Effective Dates

The effective date for credits for sales, listings, and leases shall be the date commission is paid to the Applicant's Brokerage.

C. For Open Listings/For Sale by Owner – If involved in an Open Listing/or For Sale by Owner, in which the seller is unrepresented, the Applicant may claim 100% of the transaction credit.

D. Leases. The volume credit shall be the amount of the total monthly rent for the term of the lease. Each agent, both listing and leasing may claim up to 50%. If only one agent participates that agent may claim up to 100%. Credit shall be claimed ONLY in the first year in which commission was paid. An "option to renew" does not count towards dollar volume.

EXAMPLE: Lease begins February 1, 2012 for \$2,000.00 a month. The term of the lease is 5 years or 60 months. If the Applicant is both the listing and leasing agent, he/she may claim \$120,000 or 100% in the year lease was executed or the commission paid, whichever was later. If the lease is prepared by the listing agent, then each agent may only claim \$60,000.00 or 50%.

E. Syndication: If an individual REALTOR® sells shares of ownership in property through syndication, the volume of credit allowed shall be in the same proportion as the percentage of ownership which that individual sells in the syndicated transaction, as a percentage of the entire value of the property.

F. Installment Commission: In the event commission is paid on an installment agreement, full credit will be allowed in the first year in which commission was paid.

G. Transferable Credit: Credits shall be transferable from another board to the Fayette County Board of REALTORS®, Inc. The credit allowed will be calculated in accordance with the Fayette County Board of REALTORS®, Inc. rules of admission and requirements for membership in the COA.

H. Broker/Manager Commission: Any commission earned in the capacity of a broker or manager cannot be credited, unless the Broker or Manager receives a portion of an amount normally considered agent's commission, and is thereby acting in a capacity similar to a cooperating agent. In such case, the volume credits shall be pro-rated as is the commission. All credits shall go to the person(s) acting in the capacity of an agent.

- I. Referral Fees: No credit shall be given for referral fees collected from any real estate transaction.
- J. Consideration Earned: A monetary consideration must be earned and verifiable in the closing statement, contract, and proof of commission paid to applicant, for the Qualifying Year, in order for the sales transaction to be used as credit.
- K. Personal Assistants: No volume can be claimed for property closed under the name of another licensee while Applicant served as personal assistant for that licensee.

VI. AUDIT

- A. The Awards Committee will conduct a review of each application for compliance with COA rules, apparent correctness of information (e.g., property addresses, etc., percentages claimed, etc.) and mathematical accuracy.

Should an application contain obvious errors (duplication of transactions, mathematical inaccuracies, etc.), that application will be disqualified.

In the event that the Committee encounters applications containing questionable information, those applications will be identified for audit. An example of “questionable information” would include 2 applicants, each claiming in excess of 50% for a particular transaction. By completing the audit of the questionable applications, the Committee will be able to confirm those which are correct as submitted, and those necessitating disqualification.

The Committee reserves the right to “correct” either Award Level or Class of Membership based on verification of past board records.

- B. Should an application be selected for audit, the Committee shall call the Applicant’s Broker via the phone number provided on the front of the application, and request full documentation as defined below, for all transactions on the subject application. A second call will be made should the Broker not be reached in first attempt, in case of dialing error. The committee shall record the time and date of any call(s) to the Applicant’s Broker and record whether they spoke with the Applicant’s Broker directly or left a message.

The Applicants’ Broker shall provide full documentation within three (3) business days (*Monday through Friday*) from the date of the request, by bringing all supporting documentation **ONLY**. **No revisions or alterations to the originally submitted application will be accepted.** For each claimed transaction, full documentation shall be provided and defined as, copies of the Closing Statement (if provided), a fully executed contract and proofs of commission paid, which can be submitted electronically on flash drive.

“Proof of commission” shall be defined as official documentation in the form of copies of checks issued, official company reports, etc., which document the address of the transaction, the applicants’ name, the % of transaction commission paid to the applicant. **The dollar amount paid to the applicant may be included, but is not required.**

Applicants failing to provide ALL documentation within the allotted time will be automatically disqualified. All supporting documentation shall remain at the Board office until 7 days after the Spring Awards Event, at which time the Applicant may pick up the requested documentation or have it destroyed. Any Applicant who does not retrieve their documentation from the Board office within 14 days after the Spring Award Event thereby gives permission for the Board to destroy said documentation.

- C. Brokers signing their own application will be automatically audited and should submit with their application, copies of the HUD statement, a fully executed contract and proofs of commission.
- D. If the Managing Broker has qualified for the COA, he/she may choose to have another REALTOR® or Broker certify his/her application, thereby avoiding an automatic audit. (refer to Section IV, E, page 4)
- E. It is the applicant's responsibility to provide an accurate telephone contact number where the applicant's broker can be reached during the audit selection time period on the first page of the application. A message left for the applicants' broker at the provided telephone number shall constitute notice to said applicant.
- F. Should the awards committee find or believe that a broker and/or agent has submitted a fraudulent application, he/she will be disqualified.

VII. APPEAL PROCESS

In the event an applicant is disqualified, they have the right to appeal the decision to the Board of Directors. A letter may be submitted by the Broker on behalf of the applicant. It must be received in the Board office no later than the Monday before the February Board of Directors meeting.

VIII. USE OF DESIGNATION

Active Members of the COA shall be authorized to use the COA seal adopted by the Board of Directors of the Fayette County Board of REALTORS®, Inc. for use on all marketing materials only during the Membership Year(s) in which they are members of the COA.

Active Members of the COA may also wear the pin or insignia authorized by the Board of Directors of the Fayette County Board of REALTORS®, Inc. during their period of membership in the COA.

The COA seal or logo may be used optionally with the level designation, provided that either:

- The level is identified to include the year in which the level was earned, or
- The level designation without the year may ONLY be used through the end of the year following the qualifying year.

Life Members, Active Life, Phoenix, Active Phoenix and Silver Phoenix Members of the COA shall be eligible to use such seals and insignia as long as they live.

IX. RECOGNITION AND AWARDS

The Applicants who qualify for the COA will be recognized at a designated function of the Fayette County Board of REALTORS®, Inc. At such time, said qualified applicants will be recognized by the Board. All qualified applicants may order plaques or statues at their own expense, if desired.

X. PREVIOUS EARNED AWARDS

All awards made by Georgia Boards shall be recognized towards qualifying for the above awards, if the Applicant moves his/her primary Board membership. Transferees must provide documented proof of prior awards/memberships from former boards. COA Membership shall be transferable as is primary membership between Georgia Boards. All COA memberships shall be in only one primary Board at a given time.

XI. PROHIBITIVE USE

REALTORS® and REALTOR® Member companies of the Fayette County Board of REALTORS®, Inc. shall not

use the words "Circle of Achievement", "Qualified for the Circle of Achievement", words relating to Circle of Achievement Award Levels or words similar thereto, in their awards or advertising prior to notification of approval by the Board of Directors, and except to denote membership in the Fayette County Board of REALTORS®, Inc. Circle of Achievement.

The spirit of this rule is important to maintain the prestige of the COA Award in the Fayette County Board of REALTORS® Circle of Achievement. Any REALTOR® who violates the provisions of this paragraph shall be disqualified for the award and then reported to the Grievance Committee for action.

XII. APPROVAL AND DISSOLUTION

The COA of the Fayette County Board of REALTORS®, Inc. has been established and is sponsored by the Fayette County Board of REALTORS®, Inc. All actions of the Club shall be subject to the approval of the Board of Directors. The Board of Directors of the Fayette County Board of REALTORS®, Inc. reserves the right to dissolve or modify the Club at its discretion.

XIII. AWARDS COMMITTEE

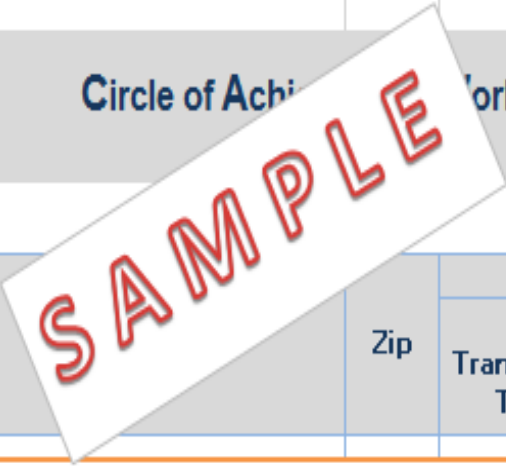
- A. Committee members to be selected by the President of the Fayette County Board of REALTORS®, Inc. with consultation from appointed Chairperson and Vice-Chairperson. The Vice-Chairperson automatically succeeds to Chair of the Awards Committee. All committee appointments are two-year terms.
- B. It shall be the duty of the Awards Committee to preview and qualify all COA applications. All reviews will be scheduled to begin promptly after the deadline for receipt of applications. A report will be submitted to the Board of Directors of the Fayette County Board of REALTORS®, Inc. no later than the February meeting with recommendations regarding each Applicant.

XIV. MEMBERSHIP RECORDS

It is necessary to keep permanent records of the annual recipients of the COA awards. The Awards Committee Chairperson shall work in conjunction with the Board Association Executive to record this information in a permanent ledger to be maintained as a part of the permanent files kept in the Fayette County Board of REALTORS®, Inc. office. All applications, and other pertinent information submitted shall be kept as a part of the Fayette County Board of REALTORS®, Inc. permanent records.

Circle of Achievement Worksheet

Name: _____



No.	Closing Date	Address	Zip	(A)	(B)	(C)
				\$ Transaction Total	% of Transaction Claimed	\$ Volume Claimed (A x B = C)

Example 1
 The transaction was for \$300,000. If there was one agent on the listing and one agent on the selling side, each agent would claim \$150,000. You would enter the transaction as shown below.

1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6	07/04/15	176 Freedom Lane	10101	\$300,000.00	50%	\$ 150,000.00
7						\$ -

Example 2
 The transaction was for \$300,000. If more than one agent was involved on either the listing or the selling side, the agents on each side would split the side according to the sharing agreement between them on that side of the transaction. If there were 2 agents on the listing side with one agent earning 60% and the other earning 40%, then the first agent would claim \$90,000 and the second agent would claim \$60,000. You would enter the transaction as shown below.

8						\$ -
9						\$ -
10						\$ -
11						\$ -
12						\$ -
13						\$ -
14						\$ -
15						\$ -
16						\$ -
17						\$ -
18						\$ -
19						\$ -
20						\$ -
21						\$ -
22						\$ -
23	11/28/15	142 Turkey Road	20202	\$150,000.00	60%	\$ 90,000.00
24						\$ -
25						\$ -
26	11/28/15	142 Turkey Road	20202	\$150,000.00	40%	\$ 60,000.00
27						\$ -
28						\$ -
29						\$ -
30						\$ -
31						\$ -

Total This Page: \$ 300,000.00