

2019 COMMERCIAL REAL ESTATE Sales & Leasing Achievement Awards

Awards Period: January 1, 2019 through December 31, 2019

APPLICATION

Please complete the following by **NOON, February 3, 2020** and return to: Hampton Roads REALTORS® Association
638 Independence Parkway, Suite 100, Chesapeake, VA 23320
(757) 473-9700

This is to certify that the applicant is active in commercial real estate and collected Gross Brokerage Fees of \$_____ during the period January 1, 2019 to December 31, 2019, based on commercial real estate transactions and is qualified to receive the:

(GROSS BROKERAGE FEES)

- Bronze (\$100,000 - \$249,999) Deal of the Year (*Sale or Lease*)
 Silver (\$250,000 - \$424,999) Rookie of the Year
 Gold (\$425,000 and above)

Deal of the Year and Rookie of the Year each require a separate application.

In submitting this certification, the undersigned Principal Broker agrees that should the Commercial Alliance require further substantiation for this Award, it will be promptly provided in as much detail as requested. I hereby certify that I have reviewed the data submitted herewith and to the best of my knowledge and belief, it is correct and valid.

I am a first-time award recipient.

Name: _____
Name exactly as it should appear on advertisements and promotions. Please type and include all designations.

Firm: _____

Address: _____

City / State / Zip: _____

Phone: _____ Fax: _____

Email: _____

Signature of Principal Broker: _____

REQUIRED ENCLOSURES:

1. \$150 Application Fee (includes one reservation, and advertisement in The Daily Press, The Virginian-Pilot, and Inside Business).
Make checks payable to HRRRA.
2. Photograph: high-resolution digital copy, 300dpi or better (no printed photos, please).
3. Copy of Certified W-2/1099 (if applicable) and Completed Sales and Lease Abstract Form. These forms will be destroyed once information is confirmed.
4. Deal of the Year submissions must include a copy of the settlement statement for sale submissions or a copy of the first page and signature page of lease for lease submissions.





2019 COMMERCIAL REAL ESTATE Sales & Leasing Achievement Awards

APPLICATION GUIDELINES

I. GENERAL INFORMATION

- A. Purpose:
1. To recognize and encourage the achievement of outstanding brokers and salespersons in the commercial real estate industry.
 2. To honor and publicize the sales/leasing achievements of individuals who are striving to provide the highest type of professional services in retail, industrial and office real estate.
- B. The Sales and Leasing Achievement Awards are available to all active commercial real estate agents who have attained certain designated goals in commercial real estate leasing and sales.
- C. The Awards presentation will be on **Thursday, February 20, 2020, 4 p.m., at The Harbor Club - Waterside.** ALL ENTRIES ARE REVIEWED. The Awards Committee reserves the right to audit back up material supporting award submissions. Participating office records pertinent to verification of information submitted shall be made available to the committee upon request. **DECISIONS OF THE AWARDS COMMITTEE ARE FINAL.**

II. AWARD ELIGIBILITY REQUIREMENTS - The levels of recognition are:

- A. Bronze: \$100,000 - \$249,999 gross brokerage fee to company collected during the calendar year.
- B. Silver: \$250,000 to \$424,999 gross brokerage fee to company collected during the calendar year.
- C. Gold: \$425,000 and above gross brokerage fee to company collected during the calendar year.
- D. Platinum: Top 5 winners.
- E. Deal of the Year: Award for the highest gross brokerage fee or annuity commission to company from a single transaction. A separate award application form must be submitted with a brief narrative description of the deal and its particulars. Deal of the Year submissions will require a copy of the settlement statement if submitting a sale transaction, or a copy of the first page, and commission agreement signature page, of the lease if submitting a lease transaction.
- F. Rookie of the Year: Awarded to the highest recipient in the Awards that satisfied the criteria outlined in the Rookie of the Year (*separate award application must be submitted*).

NOTE: "Gross Brokerage Fee" is the gross amount paid to the company attributable to the agent.

III. RULES

- A. The Awards period is the calendar year January 1, 2019 through December 31, 2019. The completed application

package shall include the following: a completed Application Form (see pp 3-4) signed by the principal broker and the applicant, a completed Sales/Leasing Abstract Form (attached), the fees as outlined in the application, an electronic copy of your headshot, and in order to substantiate information for this award a copy of the applicant's certified W2/1099, if applicable, (with social security number blanked out) that will be destroyed once awards ceremony has concluded and advertisement run. Deal of the Year submissions will require a copy of the settlement statement if submitting a sale transaction, or a copy of the first page and signature page of the lease if submitting a lease transaction. All required documentation must be received **NO LATER THAN NOON on February 3, 2020**, at 638 Independence Parkway Suite 100, Chesapeake. Application or payments received after the deadline **WILL NOT** be considered, unless otherwise approved by the Awards Committee.

- B. Gross brokerage fees attained individually by one sales/leasing agent cannot be assigned to another agent to meet the award requirements.
- C. All commercial real estate licensees are eligible to apply for the award.
- D. Should an agent transfer from one Broker to another, all transactions settled in the awards period shall be counted. In the event of transfer during the year or prior to submissions, the agent will make the determination as to company association for recognition.
- E. Principal Brokers with whom an agent has been previously associated during the awards year must provide all necessary gross brokerage fee information covering the period of that agent's association to the current Principal Broker (or designated representative), including settlement sheets, and/or supporting lease abstracts if necessary.

IV. GUIDELINES FOR DETERMINING ELIGIBILITY - The following may help in determining eligibility for the award.

- A. Gross Brokerage Fees shall include sales and leasing commissions, gross rental and referral fees, including fees from all types of real property such as residential tracks, commercial lots, business investment properties and consulting fees collected during the calendar year.
- B. Only commission collected during calendar year attributable to sales or leases can be applied towards Sales/Leasing Achievement awards. No discounted annuities will be allowed.
- C. Where a property is taken in trade, Gross Brokerage Fee cannot be counted until property is sold and settled.
- D. In a cooperative sale/lease between two or more agents in the same company, an agent receiving one half or one third of the commission should be credited with one half or one third of the Gross Brokerage Fee respectively. In other words, he/she receives a pro rata credit toward Gross Brokerage Fee.
- E. A complete Sales/Leasing Abstract Form and current W2/1099 with social security numbers blanked out must be submitted with each application. If you are a business owner who does not receive a W2/1099, please make a note on your application.
- F. Sequence of recognition will be according to Gross Brokerage Fee to company.
- G. For any unique situation not covered by this memo, or for clarification on any of the information herein (versus individual interpretation), please contact Cindy Matthews with the Hampton Roads Commercial Alliance at (757) 473-9700.