

I. GENERAL INFORMATION & PURPOSE

- A. To recognize and encourage outstanding REALTOR® Property Managers who are members of the Hampton Roads REALTORS® Association.
- B. To honor and publicize their achievements as individuals and as members of the local, state, and national REALTOR® organizations that are striving to provide the highest levels of professional service in real estate fields.
- C. The DISTINGUISHED PROPERTY MANAGERS AWARD, sponsored by the Hampton Roads REALTORS® Association, is earned by outstanding REALTORS® who have attained certain designated goals herein.
- D. The DISTINGUISHED PROPERTY MANAGERS AWARD shall be presented annually. Recipients shall be recognized in subsequent publicity.
- E. All entries are reviewed by the Distinguished Property Managers Audit Committee of HRRA to determine whether the candidate is qualified for, and should receive, the Award. DECISIONS MADE BY THE DISTINGUISHED PROPERTY MANAGERS AUDIT COMMITTEE ARE FINAL.

II. ELIGIBILITY REQUIREMENTS

NOTE: Definition of Gross Management/Leasing Fee: Fee paid to company before ANY deductions. Minimum of \$150,000 Gross Management/Leasing Fee to Company required.

- A. All candidates must be engaged full-time as property managers. Full-time is defined as at least thirty-five (35) hours per week. Property Manager is defined as a professional who administers real estate for others in accordance with the owner's objectives and applicable law.
- B. All candidates must perform at least seven (7) of these ten (10) property management functions on a routine basis:
 - 1. Execute management agreements and maintenance guidelines;
 - 2. Prepare marketing plans, supervise tenant selection, lease execution, renewals and assist owners in determining rent rates and tenant criteria;
 - 3. Exercise authority to incur expenses for maintenance repairs;
 - 4. Supervise personnel, employees, or contractors, and enforce operating policies and procedures;
 - 5. Meet with tenants and conduct scheduled written property inspections;
 - 6. Monitor receipts and expenses, including approval of invoices and service contracts;
 - 7. Review operating statements and prepare explanatory text;
 - 8. Collect slow and unpaid accounts, follow through on evictions;
 - 9. Assume primary responsibility for compliance with local, state, and federal regulations; and
 - 10. Advise owner of property of market conditions and changes in applicable law, recommending legal counsel should be consulted when necessary.
- C. The Award period covers the calendar year January 1 through December 31, 2020 and all Gross Management/Leasing Fees must be received during that term.
- D. Rental and Property Management income may be used for a Distinguished Property Managers Award unless it is being used to obtain a COE award.
- E. Attendance at three (3) Property Management & Leasing Council meetings and/or Property Management & Leasing Council sponsored educational events during the award year is required.
- F. Eligibility requirements shall be reviewed and are subject to change annually.

III. GUIDELINES

- A. The Distinguished Property Managers Audit Committee of the HRRA reserves the right to audit (at the Principal Broker's premises) backup material supporting application for Award. Participating Offices' records pertinent to verification of information submitted shall be available to committee upon request.
- B. Gross management, leasing, rental, and referral fees from all types of real property shall be counted. Revenue gained from the sale of real property shall NOT be counted toward the Distinguished Property Managers award.
- C. Gross Management/Leasing Fees attained individually by one person cannot be assigned to another person to meet award

requirements.

- D. Recipients will be recognized in alphabetical order by last name on application.
- E. Because the COE awards are meant to recognize individuals and teams, not companies, Broker/Owner applicants must document they are actively engaged in generating real estate business for their individual or team production.

IV. RULES

- A. REALTOR® members of HRRRA may apply for a Circle of Excellencesm Award.
- B. Completed applications must be received at the Association Office **before 5:00 p.m., Monday, January 11, 2021.**
- C. Any salesperson transferring to the Hampton Roads REALTORS® Association from any other REALTOR® Association may include his/her prior-company earnings for Award purposes, provided that the previous Broker certifies and documents the earnings.
- D. Gross Commission Income or Units attained individually by one licensee cannot be assigned to another licensee for the purpose of meeting the award requirements.
- E. Rental and Property Management income may be used for a COE award, unless it is being used to obtain a Distinguished Property Managers Award.
- F. Members who qualify for both New Homes and COE awards may apply for and receive both awards as long as they are not using the same dollars for both awards.
- G. Member Principal Brokers with whom a sales associate has PREVIOUSLY been associated during the award year, and from whom commission or other qualifying income has been received, MUST provide all information covering that period to the Association or the applicant's current Principal Broker (or designated representative) within five (5) days of the request. The "prior broker(s) production data" must be attached to the application when submitted.
- H. In the event a REALTOR® transfers from one REALTOR® firm to another REALTOR® firm all transactions settled during the Awards Period shall be counted. Transactions made while in the employ of, or association with, a non-REALTOR® firm shall be included providing applicant has applied to be a REALTOR®, paid all dues, and completed New Member Orientation.
- I. If a transfer occurs during the year or prior to submission of the Award Application, the recipient will make the determination as to company affiliation for recognition, and that company will submit the application and fee and will be the sponsoring company. No changes will be accepted after submission.
- J. Qualifying agents are eligible for awards, provided they have satisfied all HRRRA membership duties during the awards period, as defined by the Association Bylaws.
 - 1. Members who were suspended for late payment of dues may regain eligibility for all awards upon payment of all outstanding dues and assessments, plus the applicable late fee and an administrative processing fee of \$250.
 - 2. Members who were terminated for non-payment of dues, and subsequently make re-application for membership, may regain eligibility for all awards upon payment of all outstanding dues and assessments, plus the applicable late fee and an administrative processing fee of \$500.
 - 3. Agents who did not make timely application for HRRRA membership may gain eligibility for all awards upon payment of the application fees, dues and assessments, applicable late fees, and an administrative processing fee. The administrative processing fee shall be \$250 if licensed less than one year, \$500 if licensed one or two years, or \$1,000 if licensed over two years.
 - 4. If a HRRRA member's COE award was revoked for the previous award year, he/she is not eligible to receive an award for the current awards year.
- K. In the event a check is returned by the bank or a credit card charge is declined for the Circle of Excellencesm Award application fee, the Broker and/or applicant will be notified and given five business/banking days to submit cash or certified funds. If payment is not made within this time frame, the affected REALTOR(S)® will be ineligible to receive a Circle of Excellencesm Award.
- L. Circle of Excellencesm is a registered service mark of the Hampton Roads REALTORS® Association. The mark can only be used by members in good standing who have earned the award, and must be used within the guidelines set forth by HRRRA. (See Sec. VI, ADVERTISING GUIDELINES, p. 2-3.)
- M. In the event the COE application is submitted late, the following Late Application Policy will apply. (Refer to attached Late Application Circle of Excellencesm Policy Sheet.)
- N. Broker Owners / Managing Brokers may not count any company dollar towards their own personal COE award.

V. ADVERTISING GUIDELINES

Failure to comply with these advertising guidelines may result in a Board of Directors determination of ineligibility in future awards programs. Advertising includes, but is not limited to, business cards, stationary, websites, social media, print ads, etc.

- A. Only agents who apply and are accepted into the HRRRA Awards Program may use such designations in conjunction with their business dealings.

- B. Recipients may only use award designations following notification from HRRRA that their application has been approved.
- C. The proper identification of an agent who has applied and been accepted into the Awards Program is “Member, HRRRA Circle of Excellencesm.” Specify years or the term “past” if you have not received the award in the current year. Example: “Member, HRRRA Circle of Excellencesm 2002, 2003, 2006” or “Past Member, HRRRA Circle of Excellencesm”. If you are a member of the Awards Program in the current year, you do not need to list any year(s) following the text, but you may if you so choose.
- D. An agent who has been a member of the TAR/HRRRA Million Dollar Sales Club or TAR Circle of Excellencesm for consecutive years may elect to condense the years. All previous HRRRA/ TAR Million Dollar Sales Club and Circle of Excellencesm years apply to the Awards Program and should be designated as Circle of Excellencesm in your business dealings. (For example, an agent who has been a member of the HRRRA/TAR Million Dollar Sales Club or Circle of Excellencesm each of the past fifteen years would indicate this status as follows: Member, HRRRA Circle of Excellencesm 2005 - 2019.
- E. Agents may elect to use their level in the awards program in advertising text as follows: Gold Member, HRRRA Circle of Excellencesm. However, the level indicated in the text must be for the current award year. TAR/HRRRA Million Dollar Sales Club may not be used as an award level designation.
- F. Recipients may advertise their numerical ranking, or placement in the top numerical percent. The percentage for individuals shall be calculated based on total HRRRA membership as of Dec. 31 of the awards year. You may call the HRRRA offices for the official number. (Percentage levels do not apply to team awards.) Such advertisement must specifically reference that the ranking in a specific category is within Hampton Roads REALTORS® Association Circle of Excellencesm Awards for a specific year.
- G. Agents who have been awarded longevity awards may elect to indicate this status as follows: 10-Year Member, HRRRA Circle of Excellencesm. This text is valid every year until the agent reaches the next highest level of longevity awards, even if the agent fails to achieve the Circle of Excellencesm in subsequent years.
- H. For any company advertising number of award recipients, numbers must be reflective of that specific company only.
- I. A Small, Large or Mega Team leader or member may advertise and market his/her receipt of a Circle of Excellencesm Award, but it must be clearly stated that it was a team award. As an example, a member of any size team who earned a Gold Award could NOT advertise “Circle of Excellencesm Gold Award winner - 2019”, but must say, “Circle of Excellencesm Gold Team Award winner - 2019”.

VI. INTERPRETATIONS COMMITTEE

The Interpretations Committee is comprised of four or five REALTORS® who are well versed in the Circle of Excellencesm rules and appointed by the Board Chairperson to interpret the criteria and guidelines to HRRRA's membership.

For any unique situation not covered by the preceding, or for CLARIFICATION on any of the information set forth herein (*in lieu of individual interpretation*), please contact **IN WRITING**, Circle of Excellencesm Criteria Interpretation Committee at the Hampton Roads REALTORS® Association, 638 Independence Parkway, Suite 100, Chesapeake, VA 23320 or send email to COE@HRRRA.com. (NO PHONE CALLS, PLEASE.)

Note: It is not the intent of the Association that COE Awards Rules and Guidelines dictate company policy, business decisions, or structure.

VII. CERTIFICATION GUIDELINES

Managers and Brokers should certainly be aware of who in their office operate as Individuals and which agents employ a team or partnership business model. **It is the Principal Broker's or Managing Broker's responsibility, per the Broker's Statement on the Awards Application, to certify the status of the applicant (Individual or Team Member), to ensure that all rules and guidelines are correctly applied and that the Adjusted GCI, the Adjusted Number of Units, and the number of team members reported is correct.** (*See second page of the Individual Award Application.*) The HRRRA Board of Directors reserves the right to sanction any REALTOR® who submits a falsified application (ex. Award revocation).

Return Completed Application to:
 HRRRA COE
 c/o Brooke Doty
 638 Independence Parkway, Suite 100
 Chesapeake, VA 23320

ABR [®]	Accredited Buyer Representative	MRP	Military Relocation Professional
AHWD [®]	At Home with Diversity Certification	PMN	Performance Management Network
ALC	Accredited Land Consultant	PSA	Pricing Strategy Advisor
BPOR	Broker Price Opinion Resource	RAA sm	Residential Accredited Appraiser
CCIM sm	Certified Commercial Investment Member	RCE	REALTOR [®] Association Certified Executive
CIPS [®]	Certified International Property Specialist	RENE	Real Estate Negotiation Expert
CPM [®]	Certified Property Manager [®]	RSPS	Resort & Second-Home Markets Certification
CRB sm	Certified Real Estate Brokerage Manager	SFR [®]	Short Sales and Foreclosure Resource
CRE [®]	Counselor of Real Estate	SIOR	Society of Industrial and Office REALTORS [®]
C-RETS	Certified Real Estate Team Specialist	SRES [®]	Senior Real Estate Specialist
CRS [®]	Certified Residential Specialist [®]	SRS	Seller Representative Specialist
ePRO [®]	(Internet Professionals)		
GAA sm	General Accredited Appraiser		
GREEN	(Environmental real estate)		
GRI sm	Graduate REALTOR [®] Institute		



Distinguished Property Manager Award

2020 Official Application

REALTOR®: _____
(Type name as it should appear on Award. Include all REALTOR® designations.)

REAL ESTATE LICENSE NUMBER: _____

COMPANY NAME: _____

CELL PHONE: _____ OFFICE PHONE: _____ EMAIL: _____

ELIGIBILITY SUMMARY:

OBTAINED A MINIMUM OF \$150,000 IN GROSS MANAGEMENT/LEASING FEE FOR THE AWARD YEAR.

Total Gross Rental Management/Leasing Fees to the company in Award Year: \$ _____

Total Gross Association Management Fees to the company in the Award Year: \$ _____

I, the undersigned REALTOR®, applying for the DISTINGUISHED PROPERTY MANAGERS AWARD, hereby authorize the processing of information contained in my application. I understand that this information will be used only by the Awards Committee to determine if I am qualified to receive the Award. I attest that all information provided in this application is complete and accurate, that I have read and understand the guidelines and requirements for the Award, and that I am qualified in every aspect to receive the Award.

SIGNATURE OF CANDIDATE: _____

I, the undersigned broker, attest that all the aforementioned are true and accurate.

Check here to nominate this person for the Distinguished Property Manager of the Year Award
(Attach separate nomination form)

SIGNATURE OF PRINCIPAL/MANAGING BROKER: _____

BROKER'S EMAIL: _____

THIS IS TO VERIFY THAT THE PROPERTY MANAGER SHOWN ABOVE:

1. Is a member in good standing of the Hampton Roads REALTORS® Association;
2. Was a member in good standing of the Hampton Roads REALTORS® Association for the entire year;
3. Is employed or otherwise affiliated with the undersigned broker, who is also a member in good standing with the Association;
4. Is engaged in full time property management/leasing as defined in Eligibility Requirements;
5. Routinely performed at least seven of the ten property management functions listed in Eligibility Requirement B;
6. Generated the Gross Management/Leasing Fees shown below based on management fees received in-house during the calendar year January 1 to December 31, 2020; and
7. Attended a minimum of three (3) Property Management & Leasing Council meetings and/or Property Management & Leasing Council sponsored educational events during the award year.

I HAVE ATTACHED THE FOLLOWING ITEMS TO THIS APPLICATION:

The following enclosures **MUST** be submitted (for each nominee) at the time of application.

1. CHECK for application fee of \$100. = \$ _____
2. I wish to purchase a plaque (add \$55.00) = \$ _____
3. I wish to purchase a paper certificate (add \$7.00) = \$ _____

Plaques will be available for pickup at HRRAs office in Chesapeake from March 8 to May 1, 2021. Any plaques or certificates not picked up by May 1 will be DISCARDED.

Total Amount Enclosed = \$ _____

4. PHOTOS: To ensure the most recent/accurate photos are used, award applicants must label or provide information with name, company name and award for which applicant is applying. Email the digital photo directly to: COE@HRRRA.com.

AWARDS:

Members who qualify for both DPM and COE awards may apply for and receive both awards with exclusion against using the same dollars for both awards.

Return Completed Application to:

HRRRA COE
c/o Brooke Doty
638 Independence Parkway, Suite 100, Chesapeake, VA 23320

For HRRRA Use Only	
Application: <input type="checkbox"/> DPM	Auditor: _____
<input type="checkbox"/> Broker Certification	
<input type="checkbox"/> Payment Rec'd	
<input type="checkbox"/> GCI	
<input type="checkbox"/> Award Level	
<input type="checkbox"/> Outstanding Rookie	Committee: _____
<input type="checkbox"/> Longevity Award	
<input type="checkbox"/> Audited ___/___/___	