



Attention Team Leaders

PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO REVIEW & VERIFY THE FOLLOWING INFORMATION PRIOR TO APPLICATION SUBMISSION:

- Ensure that all your licensed team members are members of HRRA in good standing. If any team member noted on the application is not qualified to receive a COE Award, the entire application will be returned to you for resolution and resubmission.
- Ensure that each licensed team member, **past** (at any time during the awards year) **and present**, fills out a COE Team Member Form in its entirety, including their signature. All applicable Team Member Forms plus Property Data Sheets for each one must be attached to your award application.
- If any team member would like to purchase a plaque they may do so at the price listed (see COE Team Member Form).



Team Leader Form

2020 Official Application

This form is to be completed by the **Team Leader**. Please type or print legibly all required information.

Please check if applying by: GCI UNITS

Check the category that your team is entering.

SMALL (2-3 lic. members)

LARGE (4-6 lic. members)

MEGA (7+ lic. members)

- Diamond (\$600,000+ OR 140+)
- Platinum (\$450,000+ OR 105+)
- Gold (\$330,000+ OR 77+)
- Silver (\$230,000+ OR 52+)
- Bronze (\$180,000+ OR 42+)

- Diamond (\$1,000,000+ OR 233+)
- Platinum (\$800,000+ OR 187+)
- Gold (\$600,000+ OR 140+)
- Silver (\$425,000+ OR 99+)
- Bronze (\$300,000+ OR 70+)

- Diamond (\$1,500,000+ OR 350+)
- Platinum (\$1,000,000+ OR 233+)
- Gold (\$800,000+ OR 187+)
- Silver (\$650,000+ OR 152+)
- Bronze (\$500,000+ OR 117+)

Please list your team name as shown on your license to appear in all mixed media recognition:

Team Leader: _____

Team Name: _____

Team License Number: _____

Name of Firm: _____

Please list ALL licensed members affiliated with your team during the awards year pursuant with the guidelines, *even if no longer with your team*: (Please duplicate this portion of the sheet, if necessary, to add more Team Member names.)

Full licensed name(s):	2020 Dates of team membership from Team Member Form(s):
_____	_____/_____/2020 to _____/_____/2020
_____	_____/_____/2020 to _____/_____/2020
_____	_____/_____/2020 to _____/_____/2020
_____	_____/_____/2020 to _____/_____/2020
_____	_____/_____/2020 to _____/_____/2020

Every team member listed above *must* submit a Team Member Form.

Applying by GCI:

CALCULATION FOR CIRCLE OF EXCELLENCESM AWARD BY (ADJUSTED) GCI

Total Amount of Gross Commission Income to the company earned by Team in the awards year: (Refer to COE Guidelines) = _____

Less all compensation paid as a referral fee to another HRRA member outside the team. (See Team Information & Guidelines, Sec. V, Award Guidelines, p. 2 for details.) = _____

Equals Adjusted Gross Commission Income credited to Team for awards purposes: = _____

Applying by Units:

CALCULATION FOR CIRCLE OF EXCELLENCESM AWARD BY (ADJUSTED) UNITS

Total Number of Units closed in awards year: = _____

Less Units shared with another HRRRA member in conjunction with a referral fee. (See Sec. VIII, Detailed Clarification, p. 4 for details.) = _____

Equals Adjusted Units credited to applicant for awards purposes: = _____
**Please also provide Adjusted GCI in the event of a tie in Units Awards.*

NOTE - THE FOLLOWING ENCLOSURES MUST BE SUBMITTED AT THE TIME OF APPLICATION.

1. **CHECK** for application fee of:

Team Leader Application Fee: \$100 = \$ _____

Team Member Application Fee: _____ x \$25 = \$ _____

I wish to purchase **plaques** for myself and my team members: (check one)

PLEASE TOTAL THE AMOUNT INCLUDING YOUR TEAM MEMBER FORMS

Bronze: _____ x \$21.00 = \$ _____

Silver: _____ x \$27.00 = \$ _____

Gold: _____ x \$36.00 = \$ _____

Platinum: _____ x \$52.00 = \$ _____

Diamond: _____ x \$110.00 = \$ _____

Paper Certificate: _____ x \$7.00 = \$ _____

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

TOTAL: \$ _____

2. **HRRRA PROPERTY DATA FORMS:** If you were affiliated with more than one firm during the award year, you will need to complete a separate HRRRA Property Data Form for each firm listing only the transactions closed and paid by that firm. Teams have the option of listing all transactions for the Entire Team collectively on one HRRRA Property Data Form with the Team Member's name listed for each affiliated transaction OR providing a separate HRRRA Property Data Form for each Team Member listing only their transactions. In no case shall dollars be used for obtaining awards be counted twice. Company-generated forms will NOT be accepted.

(See Team Information & Guidelines, Sec. V, Award Guidelines, p. 2 for details.)

3. **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. Only one photo per team will be published in the Virginian-Pilot.

4. NOMINATED AWARDS: Would you like to nominate yourself or someone else for:

- REALTOR® of the Year *(Attach separate nomination form.)*
- Distinguished Property Manager of the Year *(Attach separate nomination form.)*

BROKER'S CERTIFICATION

I hereby attest, to the best of my knowledge, that these team applicants:

- Are eligible to receive the Circle of Excellencesm Award for the award year in the "Team" category.
- Are members of HRRA in good standing and have met all criteria.
- I further attest that the information on the application for the Circle of Excellencesm Award and its attachments, **including the calculations for the Adjusted GCI and Adjusted Units** above and the applicant's status as a Small, Large, or Mega Team, based on **cumulative** Team Membership are correct, following the guidelines set forth in the COE Awards Clarification.
- In submitting this application, I agree that, should the REALTORS® Association desire further substantiation for this award, such will be promptly provided in as much detail as requested.

Principal or Managing Broker's Signature: _____ Date: _____

Office Phone: _____ Cell Phone: _____

Broker's Email: _____

TEAM LEADER INFORMATION

Name: _____
First Middle Last List your preference of all Designations held
(Refer to Designations Glossary)

Cell Phone Office Phone Email Address

REAL ESTATE LICENSE NUMBER: _____

Check the box if you are also applying for: Longevity Award *(Attach separate application form.)*

Team Leader's Certification:

- I, the undersigned REALTOR®, in applying for a Hampton Roads REALTORS® Association Circle of Excellencesm Team Award, hereby authorize the processing of information contained on the application for said award.
- I attest that all information, including the calculations for the Adjusted GCI, is complete and accurate.
- I attest that I and all Team Members are in good standing with the Hampton Roads REALTORS® Association for the awards year and in the current year.

Team Leader's Signature: _____ Date: _____

Return Completed Application to:

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

For HRRR Use Only

- Application: TEAM
- Broker Certification
- Payment Rec'd
- GCI UNITS
- Property Data Sheet
- Team Leader Form
- Team Member Form
- Award Level
- Longevity Award
- Audited ___/___/___

Auditor: _____

Committee: _____