**Little Rock REALTORS® Association**

**REALTOR® Awards of Distinction**

**Application Packet**

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**ALL COMMERCIAL REALTORS……….**

**SEE “NON-MLS SALES and LISTINGS**

Please submit and print your Realtor® Awards of Distinction application on our website, [www.LRRA.com](http://www.LRRA.com)

The documents listed below can be found separately on our website as well as in this document.

**FOR MLS-reported AGENT PRODUCTION (most residential real estate agents will use this form):**

* Instructions for running sales detail report from CARMLS.

**Sales Detail Report** – (generally residential and/or commercial transactions that are reported in CARMLS)

Sales that are reported in CARMLS will be represented in this format.  Agents, who have additional transactions in 2019 that were not reported to CARMLS, may manually add the data to this report following the same format, and attach the appropriate HUD statement for those non-MLS sales.

* Leasing and Property management applicants will use the Income level.
* The RAD Guidelines and Requirements (rules and regs)
* REALTOR Awards of Distinction Interpretations of Guidelines
* 2019 -2020 committee list

**FOR NON-MLS SALES, COMMERCIAL sales, listings production and Income applicants (most commercial agents will use this form):**

* Worksheet—FOR NON-MLS SALES, COMMERCIAL sales, listings, income (most commercial agents will use this form)
* Leasing and Property management applicants will use the Income level.
* The RAD Guidelines and Requirements (rules and regs)
* REALTOR Awards of Distinction Interpretations of Guidelines
* 2019 -2020 committee list

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**2019 -2020 REALTOR® AWARDS OF DISTINCTION**

**SALES DETAIL REPORT - INSTRUCTIONS**

***IMPORTANT- Sales Detail Report-***

***Office Administrator or Broker has access to generate this report.***

1. Click on RESOURCES
2. Click on STATISTICAL REPORTING
3. Click on BROKER Tab and then click Sales detail.
4. Click on AGENT
5. Click on “drop down box” for Listing Owner, select ANOTHER AGENT’S LISTINGS
6. To select an agent, type the first letter of the agents name in the top right box. A drop down of agent’s names will appear. Click the name of the agent you are searching for.
7. Date Range should show “Jan 2019-Dec2019” Do not change!
8. Click the Generate button in the top right corner.
9. Set printer to LANDSCAPE for printing – THE ENTIRE IMAGE MUST APPEAR ON THE PAPER.
10. Click PRINT
11. Click your browser BACK ARROW to return to previous screen
12. To print information for another agent, repeat steps 4 and 5. Delete the previous agents name and repeat step 6.
13. Repeat steps 6 through 10 for each participating agent.

**REMEMBER TO CLEAR PREVIOUS AGENT’S NAME IN CRITERIA SUMMARY BOX**

Each agent should review reports for accuracy. If approved, each participating agent or team representative is required to complete an online coversheet. The online cover sheet must be printed and signed by the agent or team representative.

For Teams (multiple agents that list/sell as a team), you will print reports for each team member. Calculate the total for the team and enter it as the team’s total on the online cover sheet. The online coversheet must be printed and signed by the team representative. Only one cover sheet is to be submitted per team.

For any non-MLS transaction, follow the format of the column headings and print (legibly) the data in the appropriate columns. These figures will be manually added to the totals calculated in the table. Attach a HUD-1 Statement for each non-MLS transaction.

Office Administrator delivers reports to each agent and/or team to review for accuracy. If approved, participating agent OR Team representative is required to go online to complete the ONLINE COVER SHEET (separate instructions provided for cover sheet).

Agent must print off the completed cover sheet, Review and approve all information, SIGN the bottom, and return to Office Administrator.

Each team must **print two complete copies of their packets to be turned into LRRA** on Friday, January 10, 2020 by 5:00 p.m..

**Little Rock REALTORS® Association REALTOR® Awards of Distinction**

**2019-2020 Advertising Guidelines**

1. Advertising and promotion can only be done after the LRRA REALTOR® Awards of Distinction award ceremony has taken place.

2. The Little Rock REALTORS® Association will provide logos specific to the level you achieved through their website after the awards ceremony. Only qualified recipients are authorized to use the logos. Unauthorized use will be subject to the LRRA “Enforcement” provisions of the LRRA REALTOR® Awards of Distinction Guidelines and Requirements. You must use the logo-stating **individual** or **team** with the **correct year** for your achievement. This logo can be used in all advertising, stationery, business cards, promotion, and representations to the public. You can also use the past year logo in conjunction with your new LRRA REALTOR® Awards of Distinction designation. For example, you achieved the gold level in 2004 and platinum in 2005, the logos on your advertising would be the gold 2004 and platinum 2005.

3. The Little Rock REALTORS® Association’s website address is:

**http://www.lrra.com**

4. In all advertising and promotion including business cards, the phrase **REALTOR® Awards of Distinction, “Certified by the Little Rock REALTORS**® **Association”** or **LRRA REALTOR® Awards of Distinction** or **just the logo** must be used.

5. The word “realtors” must be capitalized and the attached in all advertising---REALTORS®.

6. Other company award designations can be advertised along with the LRRA REALTOR® Awards of Distinction as long as it states the company’s name and award. For example, “ABC Realty Round Table 2005” or “John Doe Real Estate REALTOR® Awards of Distinction.”

7. The past Little Rock REALTORS® Association Million Dollar Club designation can still be used as long as it is stated with the year achieved. For example: “Million Dollar Club 1999”.

(Written 1-2013)

**LITTLE ROCK REALTORS ASSOCIATION**

**300 Natural Resources Drive**

**Little Rock, AR 72205**

**501-225-1987(O)**

**501-225-6256 (F)**

[**www.lrra.com**](http://www.lrra.com)



**Little Rock REALTORS® Associations**

***REALTOR ® Awards of Distinction***

**GUIDELINES AND REQUIREMENTS**

**For transactions in calendar year 2019**

**CONCEPT & PURPOSE**

The Little Rock REALTORS® Associations REALTOR® Awards of Distinction program was created to allow our members to highlight their achievements to the public at their level of achievement in Real Estate in Little Rock. The purpose is to provide a vehicle for recognizing outstanding professional performance utilizing a uniform criterion. This shall be an annual recognition to those REALTORS® and REALTOR-ASSOCIATES® throughout Little Rock whose real estate achievements meet or exceed the criteria and qualifications set forth herein. The spirit of the Award shall be a declaration to epitomize the REALTORS® professionalism, as expressed in the aspirational ideals and specific obligations of the Code of Ethics, with adherence to the Code being the first great bond among REALTORS® throughout the country. Adherence to this spirit and its inherent obligations are innate to the Little Rock REALTORS® Associations REALTOR® Awards of Distinction program.

**LEVELS OF ACHIEVEMENT**

The Little Rock REALTORS® Associations REALTOR® Awards of Distinction program will have six levels of achievement, as set forth in these Guidelines and Requirements. The levels of achievement are:

Level 1: Bronze 1 Million minimum

Level 2: Silver 2 Million minimum

Level 3: Gold 3.5 Million minimum

Level 4: Platinum 5 Million minimum

Level 5: DiamondMC900432613[1] 7 Million minimum

Level 6: Double DiamondMC900432613[1]MC900432613[1] 14 Million minimum

**ELIGIBILITY**

The Little Rock REALTORS® Associations REALTOR® Awards of Distinction program will include REALTORS® in good standing with the Little Rock REALTORS® Association at the time the transaction(s) occurred and at the time of application for the award. Eligible REALTORS® may apply for the Program as an Individual Applicant or as a Team Applicant. An Individual Applicant is one who consummated the transaction without the aid or involvement of any licensed assistants. A Team Applicant is one who consummated the transaction with the aid or involvement of one or more actively licensed assistants. There will be only one award per Individual applicant. For a Team applicant, the transmittal to LRRA will specify the official Team Name (such as “The John Doe Team” or “The ABC Realty Team”) and the name and membership number of the Team Leader. A certificate will be issued to the Team Leader. As authorized by a written addendum by

the Team Leader to the Board’s transmittal to LRRA, additional certificates may be issued in the name of the team to all the team members. The Guidelines and Requirements for the Little Rock REALTORS®

Associations REALTOR® Awards of Distinction program will be reviewed every two years to make sure they are current.

**METHODS OF ATTAINMENT**

**Method of Attainment Level 1: BRONZE AWARD**

An Individual Applicant or a Team Applicant may qualify for the Bronze Award in any one of four categories: 1. Listings; 2. Sales; 3. Volume; 4. Income. An Individual Applicant or a Team Applicant need only to qualify under one category to be included in the Bronze Award.

* ***LISTINGS CATEGORY:***

The Individual or Team applicant must have listed and closed a minimum of **ten (10) properties** during the given calendar year with ***a minimum listing closed volume*** of **One Million Dollars**. Each listing will count as 100% of the actual closed sales and purchase price.

To every transaction there are two and only two sides. The listing side, for volume credit toward the Award, will be awarded to the listing agency. If a joint effort is involved in getting the listing closed, each agent within the listing agency participating in the transaction will be entitled to receive credit equivalent to the percentage of commission earned as determined by the listing agency’s supervising broker. An Individual or Team applicant, however, shall be entitled to receive credit, even if no compensation is received from his or her broker, when a property is closed, with the consent of and under the supervision of the applicant’s broker, through an arm’s length, negotiated transaction. An applicant, for example, may have offered his or her own property for sale but chose not to receive a brokerage fee when the transaction closed. Documentation to be provided in the form of the Sales Detail Report for residential or Excel spreadsheet for Commercial and non-MLS sides.  Spreadsheet is available at [www.lrra.com](http://www.lrra.com) under the Awards of Distinction tab.

* ***SALES CATEGORY:***

An Individual or Team applicant must have sold and closed a minimum of ten (10) properties during the given calendar year with a minimum of sales closed volume totaling One Million Dollars. Each sale will count as 100% of the total sales price. If a joint effort is involved in getting the sale closed, each agent within the selling agency participating in the transaction will be entitled to receive credit equivalent to the percentage of the commission earned, as determined by the selling agency’s supervising broker. An Individual or Team applicant, however, shall be entitled to receive credit, even if no compensation is received from his or her broker, when a property is closed, with the consent of and under the supervision of the applicant’s broker, through an arm’s length, negotiated transaction. An applicant, for example, may have purchased property for his or her own account but chose not to receive a brokerage fee when the transaction closed. Documentation to be provided in the form of the Sales Detail Report for residential or Excel spreadsheet for Commercial and non-MLS sides.  Spreadsheet is available at [www.lrra.com](http://www.lrra.com) under the Awards of Distinction tab.

* ***VOLUME CATEGORY:***

An Individual or Team applicant must have, during the given calendar year, closed a minimum of twelve (12) properties with a combined minimum volume total of $1,800,000.00 (One Million Eight Hundred Thousand Dollars) of listings sold and closed, sales made and closed. Documentation to be provided in the form of the Sales Detail Report for residential or Excel spreadsheet for Commercial and non-MLS sides.  Spreadsheet is available at [www.lrra.com](http://www.lrra.com) under the Awards of Distinction tab.

* ***INCOME CATEGORY:***

An Individual or Team applicant must have $60,000 gross closed income brought into the brokerage firm during the given calendar year. This may be derived from the share of the listings, sales, leasing and property management, and referral commissions earned. The gross but shared in-house transactions between two agents will be divided equally. Documentation showing income into the brokerage to be provided in the form of a report run in financial software or a spreadsheet providing transaction information signed by the Broker.

**Method of Attainment Level 2: SILVER AWARD**

An Individual or Team applicant who has met the requirements for the Bronze Award may achieve the Level 2 SILVER AWARD by having additionally increased his or her closed combined volume of credit during the given calendar year to no less than **Two Million Dollars**. The additional volume of credit may be derived from each side of listings sold and closed; sales made. An applicant may also achieve the Level 2 SILVER AWARD under Income by showing a verifiable gross income of $75,000 brought into the brokerage firm during the given calendar year.

**Method of Attainment Level 3: GOLD AWARD**

An Individual or Team applicant who has met the requirements for the Bronze Award may achieve the Level 3 GOLD AWARD by having additionally increased his or her closed combined volume of credit during the given calendar year to no less than **Three and One Half (3 ½) Million Dollars**. The additional volume of credit may be derived from each side of listings sold and closed; sales made and closed. An applicant may also achieve the Level 3 GOLD AWARD under Income by showing a verifiable gross income of $100,000 brought into the brokerage firm during the given calendar year.

**Method of Attainment Level 4: PLATINUM AWARD**

An Individual or Team applicant who has met the requirements for the Bronze Award may achieve the Level 4 PLATINUM AWARD by having additionally increased his or her closed volume of credit during the given calendar year to no less than **Five (5) Million Dollars**. The additional volume of credit may be derived from each side of listings sold and closed; sales made and closed. An applicant may also achieve the Level 4 PLATINUM AWARD under Income by showing a verifiable gross income of $130,000 brought into the brokerage firm during the given calendar year.

**Method of Attainment Level 5: DIAMOND AWARD**

An Individual or Team applicant who has met the requirements for the Bronze Award may achieve the Level 5 DIAMOND AWARD by having additionally increased his or her closed volume of credit during the given calendar year to no less than **Seven (7) Million Dollars**. The additional volume of credit may be derived from each side of listings sold and closed; sales made and closed. An applicant may also achieve the Level 5 DIAMOND AWARD under Income by showing a verifiable gross income of $160,000 brought into the brokerage firm during the given calendar year.

**Method of Attainment Level 6: DOUBLE DIAMOND AWARD **

An Individual or Team applicant who has met the requirements for the Bronze Award may achieve the Level 6 DOUBLE DIAMOND AWARD by having additionally increased his or her closed volume of credit during the given calendar year to no less than **Fourteen (14) Million Dollars**. The additional volume of credit may be derived from each side of listings sold and closed; sales made and closed. An applicant may also achieve the Level 6 DOUBLE DIAMOND AWARD under Income by showing a verifiable gross income of $330,000 brought into the brokerage firm during the given calendar year.

**PROCEDURES**

The Little Rock REALTOR® Association will send out information to the Member Offices on the REALTOR® Awards of Distinction Program each year for the next year’s awards. Each Member Office shall determine whether or not it will participate in the Little Rock REALTOR® Associations REALTOR® Awards of Distinction program.

**MEMBER BOARD AWARDS COMMITTEE**

The President of Little Rock REALTORS® Association shall appoint a three-member-minimum Award Committee including a Chairperson. Its function will be to remind the membership of applicable deadlines, to distribute the application forms upon member’s request, to receive and verify completed applications, and to submit the applications to the Board President. The application forms are to contain the signature of the applicant’s broker. If the applicant has had more than one broker during the year, a separate application form is to be submitted for each broker. The Committee Chairperson will review each application. All persons involved in the application forms shall consider the application forms as confidential. The Member Board’s President and the Board’s Award Committee shall take full responsibility for the confidential processing and verification of each application received. Application and remittance of the participation fee must be made annually by eligible applicants, through the Member Board.

NOTIFICATION TO LITTLE ROCK REALTORS® ASSOCIATION

The committee chairman shall submit a statement written on Board stationery to the Little Rock REALTORS® Associations Board of Directors, no later than February 14th of the current year, *the* names of all eligible participants in its jurisdiction

The following shall be included:

* The applicants name;
* The applicant’s principal broker’s name;
* The applicant’s company name;
* The category in which the applicant is eligible;
* The applicant’s mailing address and telephone number;
* A $80 participation fee for each applicant. The total fee will be sent to the **Little Rock REALTORS® Association.**

**ADVERTISING AND PROMOTION**

The Board, the Individual applicants, and the Team applicants may advertise their achievement the first Sunday after the awards ceremony. Individual members outside the jurisdiction of a local board will receive authorization from the Little Rock REALTORS® Association. **The Board, the Individual applicant, and the Team applicant shall use the appropriate logo in all advertising, promotion, and representations to the public.** No other logo will be allowed in connection with the Little Rock REALTORS® Associations REALTOR® Awards of Distinction program. LRRA shall arrange for local publicity for its members that participate in the Little Rock REALTORS**®** Associations REALTOR ® Awards of Distinction program, in the manner deemed appropriate by the LRRA.

**The LRRA, in its publicity, shall use the phrase “Certified by the LITTLE ROCK REALTORS® ASSOCIATION.”**

The Little Rock REALTORS® ASSOCIATION shall publicize the participants in the REALTOR® Awards of Distinction Program with no less than the following recognitions:

“Each participant will be issued a certificate from LRRA to be presented at the Board’s discretion. The year shown on the Certificate will be the year of the transactions.

Only one certificate will be awarded, and that will be for the highest award for which they have been qualified.”

“Certificates will distinguish between Individual and Team participants in a manner established by the LRRA Board of Directors.”

**REVIEW PANEL**

The Little Rock REALTORS**®** Associations REALTOR**®** Awards of Distinction Program Committee or a Task Force there of the Little Rock REALTORS® Awards of Distinction will assist in interpreting the Guidelines and Requirements regulating the Little Rock REALTORS® Awards of Distinction program. An Individual or Team applicant may request a review at the Little Rock REALTORS® Association Committee level of an application made to Little Rock REALTORS® Association. A written request must first be received by the Little Rock REALTORS® Association as set forth in the “Procedures for Requesting a Review.” **As of June 1st of the current year, all Little Rock REALTORS® Association REALTOR® Awards of Distinction Program decisions will be final and therefore no appeals or changes may be made after that date.**

**ENFORCEMENT**

Failure to abide by these Guidelines and Requirements may result in disqualification of the company and/or the individual(s) involved for the current and/or following award year. Any member office, any Board Member or any Individual Member of the LRRA may initiate a violation inquiry through the Little Rock REALTORS**®** Association REALTOR**®** Awards of Distinction Program Committee against any Individual Applicant or Team Applicant if the Member Board, the Board Member or the Individual Member has evidence that the Individual Applicant or the Team Applicant is in violation of these Guidelines and Requirements. Such inquiry may result in an ethics complaint filed with the ARA Professional Standards Committee.

(End of Guidelines and Requirements)

**LITTLE ROCK REALTORS ASSOCIATION**

**REALTOR AWARDS OF DISTINCTION**

**FAQ’s**

**Q.** If an agent lists a property only, will they receive 100% credit and if they list and close the same property, will they receive 200% credit?

**A.** Yes.

**Q.** In the Listing/Sales category, does the agent have to list and sell the same property (10 transactions on 10 properties) or for example, could they be the listing agent on 5 transactions and the selling agent on 5 transactions?

**A.** To qualify for the Listing/Sales Category, the Agent must have 10 listings only or 10 Sales only, for a dollar volume of at least 1 Million Dollars. They cannot combine listings and sales.

**Q**. If the agent applies in the volume category, can they only apply with listings they have closed? (not counting listing side)

**A.** The “volume” category is a combination of listings and sales that total a minimum of $1.8 Million providing they meet the 12 transactions required for individuals and 14 for teams.

**Q**. If two people not working as a team work together on a transaction, can they claim 20% /80% if that was what the commission split was or must it be counted as 50/50?

**A.** You may claim whatever percentage of the commission you received. However, it WILL NOT count as a transaction. It will only count as **a percentage** of a transaction. The rules state:

“To every transaction there are only 2 sides: The listing side and the selling side. The listing side, for volume credit toward the award, will be awarded to the listing agency. And the selling side, for volume credit toward the award will be awarded to the Selling agency. If a joint effort was involved in getting the listing or selling closed, each agent within the listing or selling agency participating in the transaction will be entitled to receive credit equivalent to the percentage of commission earned as determined by the agency’s supervising broker.”

**Q.** What advertisements constitute a team?

**A.** A business card that labels them as a team is preferable. Any ads that identify them as a team will work, providing they have acted as a team for the entire year. Simply running an ad in Dec declaring themselves as a team to qualify at a higher level is not allowed. If questioned, they should be able to provide proof in the form of an ad for each quarter of the year.

Several teams also list as agent 1 and agent 2 (3,4,5 etc…) in the MLS. They must be listed like this in all MLS listings.

**Q.** Who do we make our checks payable to?

**A.** The Little Rock Realtors Assoc.

**Q.** I have a team of 3. Is it $80 for each team member?

**A.** No, Each team counts as one applicant. It will be $80 total. However two more tickets to the reception should be ordered if your team members wish to attend.

**Q.** Why will it be so late when we can advertise? We usually run an ad in early Feb.

**A.** LRRA wants to announce the participants at our event March 4, 2020 then you can advertise.

**Q.** As the listing and selling agent of a home will I calculate 200 % (100% for each side)?

**A.** Yes

**Q**. Having “teams” in our MLS is a new tool to my members. Some REALTORS are part of a Team but don’t close listings under the Team AT ALL. Some are part of a Team but also act as individuals so they close some listings under the Team and some individually.

Does advertising as a Team matter if the agent decides at the end of the year to file as an individual?

**A**. A team is a team. They advertise themselves as a team and present themselves to the public as a team; they will qualify for the RAD as a Team.

**Q.** In our board we have an agent that has an assistant. The assistant is licensed but does not show, hold open houses or do any duties that a licensed agent would do. She only does things behind the scenes such as measure houses, and file paperwork. Does this agent have to file as a team?

**A**. No. To qualify as a team Realtors must advertise as a team, solicit business as a team and present themselves to the public and other agents as a team.

**2019-2020 RAD Participant Check List**

* Check/Money
* 2 Complete copies of your packet
* Photo CD/Flash Drive- labeled
* Confirm order with payment amount

**PACKETS WITHOUT A PHOTO WILL NOT BE ACCEPTED AND WILL BE DEEMED INCOMPLETE!**

**NOTES FOR DROP OFF:**

1. **All applications must be dropped off by 5:00 pm Friday, January 10, 2020.**
2. **Please understand that no late packets will be accepted**
3. **Photos should be high resolution, shoulder and above**
4. **Photos of more than 5 people will not be included (they won’t work)**
5. **Photos should be on thumb drive or high resolution photo.**
6. **Photos cannot be emailed to us at a later date**
7. **We will not be able to use last year’s photo**
8. **We will not be able to wait after the deadline for a new photo, time is short this year**
9. **No packets will be accepted without photo’s included.**

REALTOR® Awards of Distinction

2019-2020 Committee

**Margaret Hughes**

The Property Group

1501 N Pierce ST.

Little Rock AR 72207

[margaret@thepropertygroupar.com](mailto:margaret@thepropertygroupar.com)

(501) 231-7736 (M)

663-0505 (O)

**April Findlay**

Charlotte John Company

5813 Kavanaugh Blvd.

mlblalock@sbcglobal.net

501-804-4454 (C)

501-664-5646 (O)

**Conley Golden**

The Janet Jones Company

7915 Cantrell Rd

Little Rock AR 72207

(501) 663-0505(O)

(501) 786-4550 (C)

**Lauren Lockhart**

Little Rock Realtor Assoc.

300 Natural Resources Dr.

225-1987 (O)

692-5997 (M)

[Lauren@LRRA.com](mailto:Lauren@LRRA.com)

**Libby Sheard**

Little Rock Realtor Assoc.

300 Natural Resources Drive

[libby@lrra.com](mailto:lbsheard@sbcglobal.net)

225-1987(O)

951-5131 (M)

[Libby@LRRA.com](mailto:Libby@LRRA.com)