

Eastern Panhandle Board of Realtors®

Twenty Fifth Annual

Top Producers Club Awards

The Eastern Panhandle Board of REALTORS® will be recognizing its hard-working agents by making awards to those who have met the qualifications necessary to participate under the following guideline for the calendar year 2009.

All criteria for participants have been approved by the Top Producer Committee and the Board of Directors of the Eastern Panhandle Board of REALTORS®. The criteria are listed below for those applicants who wish to participate.

All applications MUST be in the Board office no later than FEBRUARY 2, 2010 in order to be considered for the 2009 awards. THERE WILL BE NO EXCEPTIONS !!!!!

1. Only Real Estate Agents who were 2009 members of the Eastern Panhandle Board of REALTORS® are eligible.
2. Applicants must have settled a minimum of \$2,500,000 or 15 Transactions from sales and/or listings sold to qualify for The Top Producers Club Award.
3. Performance record must be verified by the Broker who must attest to its credibility.
4. Brokers, owners and managers who are also working in capacity of a real estate agent are also eligible for recognition on their own volume - (not for compensation where that compensation is office policy and considered basis for part of their salary).
5. Credit will be given for all sales made and listings sold including residential, lots, farms and commercial.
6. Credit will be given for 100 percent of the sales price for each sale made.
7. Credit will be given for 100 percent of the sales price for each listing sold.(This would mean that if a person sells his own listing for \$50,000, he would get credit for \$100,000).
8. Dollar volume credit for listing or selling a property shall be determined by the percentage of participation in the transaction. (If two or more REALTORS® in the same firm co-list or co-sell, credit for volume should be split in proportion to their percentage of participation in the transaction).
9. Only those properties actually settled during the calendar year January 1, 2009 through December 31, 2009 may be counted towards volume. Sales negotiated during the year may not be counted until they have actually gone to settlement. A sale is counted as "Sold" if settled during the calendar year even if commission is received in a later year.

10. Only the recorded price of the listings sold and sales of the properties will be used in calculating total volume the price on the settlement sheet and that which is recorded at the Court House. For example, if a property is sold and commission is paid by the BUYER, the commission would not be added to the sales price to determine selling price - or some other similar situation.

11. Attached is a form to be used in making application for participation in this awards program. The Committee will accept **A MRIS** printout attached to the form and signed by the Broker in lieu of filling out the form. If an applicant worked for more than one Broker during the year a separate form must be completed and signed by each Broker involved.

12. Referrals count only for the agent actually listing or selling the property, not for the referring agent.

13. For statistical and publication purposes, please report all sales.

ADDITIONAL SPECIAL AWARDS:

TOP PRODUCERS CLUB HALL OF FAME - Induction into the Top Producers Club Hall of Fame shall be given to those Club Members who have met all qualification for five (5) years. The years do not have to be consecutive. This award will commence with the awards for the 1990 calendar year. The award will be given each year succeeding to any agent who becomes eligible. ***** Please note: Recognition in the Top Producers Hall of Fame must be reported by the individual agent. A place has been provided on the revised form for those years previously recognized**

In 2003, the Board of Directors enacted a new award regarding Top Producer recipients who have achieved Top Producer status for 10, 15 & 15+ years (in increments of 5 years there after). Please note that the 10, 15 & 15+ status does not need to be consecutive years.

DEADLINE: FEBRUARY 2, 2010 - NO EXCEPTIONS!

Please mail your completed forms to the Eastern Panhandle Board of REALTORS® at 408 Randolph Street Martinsburg, WV 25401 **NO FAXES WILL BE ACCEPTED!**

The Top Producer Banquet will be **Thursday, March 11th, 2010** . *Further details to be announced.*

PLEASE MAKE COPIES OF THESE RULES AND THE ATTACHED APPLICATION AND GIVE TO ANY REALTOR® WHO WISHES TO PARTICIPATE.