Ohio REALTORS®
PRESIDENT'S SALES CLUB
Team Award Application and Rules

Team Award Eligibility

1. TEAM DEFINITION (effective 2016): A Team shall be defined as a business affiliation of two or more licensed agents in the same brokerage, who, as a regular practice, list and/or sell property and who hold themselves out to the public as a Team in any of their social media or marketing. An agent who is part of a team may not apply as an individual regardless of their level of involvement in the team.

2. If during the course of the awards period a team member decides to leave a team, the agent may apply for the Individual President's Sales Club Award claiming only those sales achieved after leaving the team through the end of the award period. If an Individual decides to join a team during the award period, the agent may apply for the Individual President's Sales Club Award claiming only those sales achieved prior to joining the team. You may not apply for both Individual and Team Awards in the same year.

3. REALTORS for applying for the President's Sales Club Team Award must be a member of the Ohio REALTORS® in good standing.

4. An Individual or Team Award winner who is eligible for the President's Sales Club "Top 5" honor can now be considered in both dollar volume and transaction credit categories should they qualify.

Application Procedures and Rules

1. Applications must be submitted on the 2020 Ohio REALTORS® President's Sales Club application. If submitting by mail, sales and transaction information required on the application may be submitted on any 8 1/2" X 11" form as long as the information is presented in the EXACT FORMAT as the application form itself. The Official Cover Sheet must still be attached to supply the other required information. Your submission can now be made entirely on-line at www.ohiorealtors.org under the membership section, the coversheet and transaction forms can be accessed there. Photocopy reproductions of the 2020 application are acceptable.

2. Applications must be submitted on-line, by mail or in person. The envelope must be postmarked BY THE U.S. POSTAL SERVICE BY JULY 21, 2020. If you are submitting your application in person or via an overnight delivery service, applications must be received by 5:00 p.m. on July 22, 2020 at Ohio REALTORS® Headquarters. It is the sole responsibility of the applicant to ensure that his or her application meets the deadlines stated above. Mail applications, with payment enclosed, to: Ohio REALTORS®, 200 East Town Street, Columbus, OH, 43215. NO FAX OR E-MAIL TRANSMISSIONS WILL BE ACCEPTED.

3. APPLICATION FEES: An application fee of $75.00 must accompany the application. This fee includes an electronic award certificate. The fee for those applicants wishing to receive a plaque is $95.00 ($75.00 appl fee + $20.00 for plaque). Fees are payable to the Ohio REALTORS®. Applications may be submitted individually or in a group by the Broker. If submitted in a group the applications may be accompanied by one check to cover all application fees.

4. LATE APPLICATION ACCEPTANCE: Applications postmarked after July 21, 2020, but on or before July 31, 2020, will have the option of submitting a late fee of $100 plus the application fee of $75 (appl. fee + electronic certificate) or $95 (appl. fee + plaque). If your application is postmarked after July 21, but on or before July 31, you will be notified of this option by telephone. THE $100 LATE FEE WILL BE ENFORCED THIS YEAR.

5. Application must be legible, (typed or printed in ink). Name of applicant should be written as you wish it to appear on your certificate or plaque. You must complete the file number and board name for proper credit.

6. The signature of the applicant, as well as his or her broker or office manager must appear on each transaction page of the application. If the applicant has been associated with more than one office during the eligibility period, the signatures of all brokers or office managers are required.

7. Level of Attainment and Method of Production MUST be properly indicated. If audited by Ohio REALTORS® and the Level of Attainment applied for is not met, the application will automatically default to the next lower Level of Attainment Category.
TRANSACTION ELIGIBILITY: All real estate sales may be claimed for transaction or dollar volume credit, whether residential, commercial or industrial. The terms "sales", "leases" and transactions" are hereafter used interchangeably. TRANSACTIONS CLAIMED MUST HAVE BEEN CLOSED BETWEEN JULY 1, 2019 AND JUNE 30, 2020.

CLOSING DATES MUST BE IN CHRONOLOGICAL ORDER WITH VERIFICATION UPON REQUEST. Each transaction must include the date closed, address, listing agent and firm, selling agent and firm, sale/lease price, dollar amount claimed, and transaction credit.

AWARD ATTAINMENT LEVELS FOR TEAMS

<table>
<thead>
<tr>
<th>Award Level</th>
<th>Minimum Dollar Volume Claimed</th>
<th>Minimum Transaction Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award of Achievement</td>
<td>$1.5 million</td>
<td>38</td>
</tr>
<tr>
<td>Award of Distinction</td>
<td>$3.75 million</td>
<td>75</td>
</tr>
<tr>
<td>Award of Excellence</td>
<td>$7.5 million</td>
<td>113</td>
</tr>
<tr>
<td>Pinnacle of Performance</td>
<td>$11.25 million</td>
<td>150</td>
</tr>
</tbody>
</table>

3. METHOD OF ATTAINMENT: There are two methods of achieving the Award for each level of the Team Award.

   METHOD A: DOLLAR VOLUME The amount to be claimed is obtained by dividing the sales price by the number of sales agents participating in the sale or transaction. The total sales price may be claimed if the applicant lists AND sells the property. One-half of the total sales price is claimed if the applicant serves only to list OR sell the property. Two or more listing OR selling agents receive a proportionate amount of sales price. COMMISSIONS OR BONUSES CANNOT BE INCLUDED ON THIS APPLICATION.

   METHOD B: NET TRANSACTIONS Credit is granted on the same basis as METHOD A: If the applicant lists AND sells the property, one transaction credit may be claimed. If the applicant serves only to list OR sell the property, 1/2 transaction credit may be claimed. Two or more listing OR selling agents receive a proportionate amount of 1/2 transaction credits.

4. REFERRALS: 1/4 credit will be given for referrals over and above the listing and selling agent credit. (e.g., Selling price is $50,000, referral agent would receive $12,500 credit or 1/4 net transaction credit.) Only the most recent referral on either the listing or sale side of the transaction may be claimed. Check mark the column marked "REFERRAL" for each referral claimed. If audited, a closing statement or referral form will be required and a copy of the check for the referral fee, paid to the applicant, may be required.

5. FSBO/NEW BUILD: For Sale By Owner and new build credit can only be given for the selling portion of the transaction.

6. LEASES: Only commercial/industrial leases may be claimed. Multi-year leases must be claimed one-time only in the first year of the lease for the full amount of the lease.

7. MULTI-LOT: The number of transaction credits granted in multi-lot sales will be equal to the number of buyers. (i.e. five lots and one buyer equals one transaction credit; five lots and five buyers equals five transaction credits.)

Verification and Audit Procedures

1. VERIFICATION: Verification of eligibility must be confirmed by each agent submitting an application, and his/her broker or office manager must certify and sign the application. When an agent has worked for more than one office during the eligibility period, both brokers must certify sales while in his or her office.

2. AUDIT: Ohio REALTORS® reserves the right to randomly audit applications from the date of their receipt through September 1, 2020, to verify all sales claimed. No audits will be conducted beyond this period. If audited, copies of signed listing agreements, purchase contracts and other requested documents must be submitted in a timely manner. Failure to provide the requested documents may result in disqualification of the award.

3. ATTENTION BROKERS: Brokers are required to verify that all information submitted on applications is accurate. The submission of false information could result in the disqualification of the entire office.

4. If your application is audited and a transaction is disqualified, resulting in the reduction of an award level, no further transactions can be submitted to replace any disqualified transactions. Ohio REALTORS® encourages you to submit any and all sales transactions. Once the application deadline has passed no more transactions will be accepted.

5. Once a President's Sales Club application is submitted it becomes property of the Ohio REALTORS®, any and all sales information is confidential. If an team is considered a candidate of the "Top 5" honor, their information will be shared with the "Top 5" Audit Committee.
1. **NOTICE OF AWARD:** You will receive notification of the results of your application by August 7, 2020. Each recipient will be emailed an electronic certificate of achievement as well as an official congratulatory letter from the Ohio REALTORS President. Those recipients who selected the plaque option will be mailed their personalized plaque directly.

2. **ADVERTISING AND PROMOTION:** SUCCESSFUL CANDIDATES MAY ADVERTISE THEIR ACHIEVEMENT UPON RECEIPT NOTIFICATION. In your notification email you will find a link to the President’s Sales Club logo for use in your marketing. In all advertising and representations to the public the abbreviation “Ohio REALTORS” MUST precede the phrase “President’s Sales Club”. The year or range of years MUST be included. (e.g. Ohio REALTORS President's Sales Club - 2012 or Ohio REALTORS President's Sales Club - 1999-2020). The Level of Attainment may be included in all advertising including business cards, news releases, or personal promotion pieces. (e.g. Ohio REALTORS President's Sales Club Award of Achievement - 2009).

3. During the Ohio REALTORS Convention, an Award Recognition Event available to all recipients will be conducted; it will be complimentary with their paid Convention registration. The "Top 5" recipients will also be announced at this event. Recipients will be notified in advance and receive a personal invitation to attend the event.

4. An Individual or Team Award winner who is eligible for the President’s Sales Club "Top 5" honor can now be considered in both dollar volume and transaction credit categories should they qualify.

**TOP 5 CATEGORY** - The purpose of this category is to recognize the "Top 5" REALTORS®/Teams in Ohio in the following categories: Individual Award for Method A: Dollar Volume Claimed and Method B: Transaction Credits Claimed; Team Award for Method A: Dollar Volume Claimed and Method B: Transaction Credits Claimed.
- The recipients will be announced during the President’s Sales Club Recognition Event held during the Ohio REALTORS Convention.
- Ohio REALTORS will advertise the recipients' accomplishment in the OHIO REALTOR® newspaper and the Ohio REALTORS website. Each "Top 5" recipient will receive a personalized news release to submit to the local news media and specific language that may be used in the recipient's advertising.
- The "Top 5" recipients will receive an upgraded etched glass award, in place of the traditional Ohio REALTORS President's Sales Club award plaque. "Top 5" ribbons will be given to each recipient at the Ohio REALTORS Convention.
- An Individual or a Team is now eligible to be considered in both dollar volume and transaction credit categories should they qualify.

**ROOKIE CATEGORY:** To qualify for this special recognition, the applicant must qualify and apply for the award within the first two years of licensure. Special recognition will be given in the President’s Sales Club booklet which is distributed at the convention and mention will be made at the President’s Sales Club Recognition Event.

5. **ENFORCEMENT:** FAILURE TO ABIDE BY THESE RULES MAY RESULT IN DISQUALIFICATION OF THE COMPANY AND/OR THE INDIVIDUAL OR INDIVIDUALS INVOLVED IN PARTICIPATING IN THE OHIO REALTORS PRESIDENT’S SALES CLUB AWARD PROGRAM FOR THE CURRENT AND/OR FOLLOWING AWARD YEAR.