



**DENVER BOARD
OF REALTORS®**

-Professional Excellence-

www.denverrealtors.org

(303) 756-0553

Fax (303) 756-0669

4300 E. Warren Avenue

Denver, Colorado 80222

Since 1888

Dear Denver Board of REALTORS® Member,

The Denver Board of REALTORS® is pleased to once again present the **REALTOR® Roundtable of Excellence Awards Luncheon**. This year's luncheon will be held at the Ritz-Carlton Denver on Friday, April 30, 2010. On that day we will honor residential real estate's top producers. In addition, the ceremony will honor the 2009 Broker/Manager of the Year, Rookie of the Year and Support Person of the Year.

Categories for recognition:

Individual Production Awards

Top Residential Individual Volume Producers
Top Residential Individual Sides Producers
Top Residential Team Volume Producers
Top Residential Team Sides Producers
Top Residential Projects Volume Producers
Top Residential Projects Sides Producers

Office Production Awards

1-5 Agents
6-10 Agents
11-30 Agents
31-50 Agents
51-100 Agents
101+ Agents

Special Awards Recognition

Broker/Manager of the Year
Rookie of the Year
Support Person of the Year

Applications:

Available Three Ways

- Online at www.denverrealtors.org
- Sent as a part of the DBR Weekly (For those on the Association's email list.)
- Faxed or mailed at applicant's request

Deadline

Completed applications must be submitted to the DBR office by **Thursday, April 1, 2010**.

Submit Applications

- Mail to: 4300 East Warren Avenue, Denver, CO 80222
- Fax to: (303) 756-0669
- Email to: kkruger@denverrealtors.org

Eligibility:

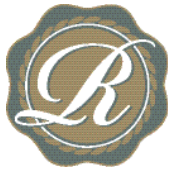
Applicants must be a Primary or Secondary member in good standing at the Denver Board of REALTORS® during 2009. Minimum qualifying production is 20 sides or \$4 million. Eligible transactions are those closed between January 1, 2009 and December 31, 2009.

Event sponsorship opportunities are now available. Visit denverrealtors.org for details or contact Katie Kruger at (303) 300-8490. Thank you for your participation!



Cordially,

Mark Trenka
2009-10 President



APPLICATION CHECKLIST

Required

- Completed application
- Completed Tally Sheets
- Fees
 - Application fee of \$35
 - Recognition plaque fee of \$25 (optional)

Questions? Please contact:

Katie Kruger
(303) 300-8490
kkruger@denverrealtors.org

Please return your completed application and Tally Sheets by **Thursday, April 1, 2010**.

RULES AND ELIGIBILITY

I. Eligibility

Eligible sales people are Primary or Secondary members of the Denver Board of REALTORS® who are in good standing for the year 2009. Eligible transactions are those closed between January 1, 2009 and December 31, 2009. Eligible properties include sales and referrals of single family residences, as well as condominiums, townhouses, residential lots and multiple dwellings units that are in the Denver Metro area.

II. Definitions and Rules

Production

The minimum production is **\$4 million or 20 sides** and is figured by using actual gross sales figures. You may qualify by either producing \$4 million or completing 20 sides in 2009.

Listing and Sale

Salespeople who both list and sell a property may take credit for both sides of the sale. For example, a salesperson who lists and sells a \$150,000 property will earn two sides (200%) and \$300,000 in Roundtable production.

Listing or Sale

Salespeople who list or sell the property can take credit for only one side of the sale. For example, a salesperson who sells a \$150,000 property will take credit for \$150,000 (100%) in Roundtable production. The salesperson who listed the property will also receive \$150,000 in Roundtable production. See example Tally Sheet for reference.

Co-Listings

Salespeople involved in a “co-listing” (a listing or sale shared with another salesperson) receive credit for half of the amount of the transaction. For example, salespeople who co-list a \$200,000 property will each take credit for 50% of a side and \$100,000 in Roundtable production.

Referrals

When a salesperson refers a buyer or seller to another salesperson, the referring salesperson may claim the same percentage as the actual referral fee paid upon completion of the transaction during 2009.



REALTOR® Roundtable OF EXCELLENCE

RULES AND ELIGIBILITY (CONTINUED)

Example:

John refers a \$100,000 listing to Mary and Mary will pay John a 20% referral fee. Mike sells Mary's listing. Since the referral fee is paid out of Mary's side only, John may claim a volume credit of \$20,000 (20% of the sales price). Mary may claim a volume credit of \$80,000 (80% of the sales price). Mike may claim a volume credit of \$100,000 (100% of the sales price).

New Construction, For Sale by Owners (FSBOs), and HUDs

Salespeople who sell new construction, FSBO, and HUD homes may claim the gross sales price (100%) as their production figure. The sales price is not doubled for Roundtable production purposes unless the agent also had a signed listing agreement.

III. Verification and Audit

Verification of DBR membership will be confirmed upon receipt of the application. The applicant's managing broker must certify the application Tally Sheets. When a sales person has worked at more than one office in a year, each managing broker must certify sales made while in each office. The company the agent is working for at the time of application will be the company the agent is recognized with at time of award.

DBR reserves the right to audit all applications. Applications of those that are eligible for top awards will automatically be audited. If an application is selected, the applicant must deliver the required documents to DBR for review within a designated time period. Please make sure your application is complete. If closing documents are audited, the closing settlement sheet must be signed by the broker or broker's assignee. If the audit proves the application is inaccurate, the applicant may be disqualified.

Please make sure your application is complete. Incomplete applications may be rejected or returned for correction. **All applications must be submitted to the DBR office on or before Thursday, April 1, 2010.**

IV. Application Review

The 2009 Roundtable Task Force, appointed by the Denver Board of REALTORS® Board of Directors, shall make the final decision on disputes concerning rule interpretations.

V. Awards

Broker/Manager of the Year

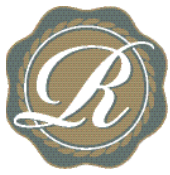
The selection of Broker/Manager of the Year shall be made upon a vote of the Roundtable Awards Task Force. Any REALTOR® may be nominated for Broker/Manager of the Year. The Broker/Manager may be a current or a past Broker/Manager of a company. Please see enclosed nomination form. Selection of the Broker/Manager of the Year Award is based upon six general attributes: (1) service to company/brokers, (2) service to the Denver Board of REALTORS®, (3) service to REALTOR® community through education and training, (4) service to community and neighborhoods, (5) service to family (if applicable), and (6) service with the highest degree of professionalism to the public that we serve, and cooperation above and beyond expectations with fellow REALTORS®.

Rookie of the Year

The selection of Rookie of the Year shall be made by the Roundtable Awards Task Force. To be considered for Rookie of the Year, the REALTOR® must be a DBR member who has been practicing real estate sales for less than one year prior to 12/31/09. Selection for Rookie of the Year is also based upon the following attributes: (1) sales production as measured in sides and volume, (2) service to company, (3) service to one's self through education, (4) service with the highest degree of professionalism to the public that we serve, and cooperation above and beyond expectations with fellow REALTORS®, and (5) additional comments for consideration.

Support Person of the Year

The selection of Support Person of the Year shall be made upon a vote of the Roundtable Awards Task Force. The Support Person may be licensed or unlicensed. Selection of the Support Person of the Year Award is based upon five general attributes: (1) service to company, (2) service to community, (3) service to one's self through education, (4) service with the highest degree of professionalism to their broker(s) and the public that we serve, and (5) additional comments for consideration.



RULES AND ELIGIBILITY (CONTINUED)

Top Individual Volume & Top Individual Sides Producers

A residential individual producer is defined as the agent who does not utilize assistants, secretaries, independent contractors, support staff and/or other agents to show properties, negotiate contracts, and sign closing documents.

Top Team Volume & Top Team Sides Producers

Team producers are defined as agents who consistently utilize one or more licensed assistants, independent contractors, buyer/agents, support staff and/or other agents to show properties, negotiate contracts, and sign closing documents. Applicants who used another person, for more than 15% of sales, to show properties, negotiate contracts, and/or sign closing documents during 2009 must apply as a team.

Top Projects Volume & Top Projects Sides

Projects include 10 units in one building or subdivision. If 50% of your business is projects, you will qualify under this category; you will not be eligible for another category.

Top Office Volume Awards

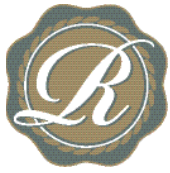
Awards will be given to the top producing residential offices defined as a single location.

We will recognize the Top Volume in 5 different categories which represent the size of the office:

1-5 Agents	31-50 Agents
6-10 Agents	51-100 Agents
11-30 Agents	101+ Agents

EXAMPLE TALLY SHEET

ADDRESS OF PROPERTY	PROPERTY/ TRANSACTION TYPE	CLOSING DATE	NUMBER OF SIDES	GROSS SALES PRICE	ROUNDTABLE PRODUCTION FIGURE
<i>You sold a \$150,000 house.</i>	sale	9/28/07	1	\$150,000	\$150,000
<i>You listed AND sold a \$150,000 house.</i>	listing & sale	9/28/07	2	\$150,000	\$300,000
<i>You received a referral fee of 20% on a \$100,000 house.</i>	referral fee	9/15/07	0	\$100,000	\$20,000
<i>You sold a \$100,000 and paid a referral fee of 20%</i>	sale and 20% referral fee	9/15/07	1 (for the sale)	\$100,000	\$80,000
<i>You sold a \$75,000 new construction (or FSBO or HUD) home. You were NOT the listing agent.</i>	sale	11/30/07	1	\$75,000	\$75,000
<i>You sold a \$75,000 new construction (or FSBO or HUD) home. You WERE the listing agent.</i>	listing & sale	11/30/07	2	\$75,000	\$150,000
<i>You co-listed a \$200,000 property with a nother agent</i>	co-listing	9/30/07	.5	\$200,000	\$100,000
TOTAL THIS PAGE			#7.5		\$875,000
TOTAL ALL PAGES (on last page only)			#7.5		\$875,000*



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 O F E X C E L L E N C E

APPLICATION

Applicants must provide a Tally Sheet in addition to this application. Send applications to DBR, *Attn: REALTOR® Roundtable*, 4300 E. Warren Ave., Denver, CO 80222 or, email to kkruiger@denverrealtors.org by **Thursday, April 1, 2010.**

A. Award Categories

Select one (1) volume and one (1) sides category for either Individual, Team or Projects:

- | | |
|--------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Individual Volume | <input type="checkbox"/> Office 1-5 Agents |
| <input type="checkbox"/> Individual Sides | <input type="checkbox"/> Office 6-10 Agents |
| <input type="checkbox"/> Team Volume | <input type="checkbox"/> Office 11-30 Agents |
| <input type="checkbox"/> Team Sides | <input type="checkbox"/> Office 31-50 Agents |
| <input type="checkbox"/> Projects Volume | <input type="checkbox"/> Office 51-100 Agents |
| <input type="checkbox"/> Projects Sides | <input type="checkbox"/> Office 101+ Agents |

B. Applicant Certification

I/We, _____, hereby apply for REALTOR® Roundtable Awards. I hereby certify that I have read the Rules & Eligibility and that, in accordance with the Rules & Eligibility, qualify in volume for the year of 2009. **My 2009 total is \$ _____.** (Total must be \$4 million in production or 20 sides.)

My/our managing broker certified that this figure is accurate. I understand the application will be returned to me if it is not complete or if the information contained in the Tally Sheet is inaccurate or incomplete.

Signature of applicant(s): _____ Date: _____

_____ Date: _____

_____ Date: _____

C. Broker Certification

Name of applicant(s): _____

Company: _____ Date began at company: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

I have read the Rules & Eligibility pertaining to this application and do hereby certify that the above named applicant(s) closed the qualifying sales totaling \$ _____ during the above period. I do further certify that these sales were made while the above applicant(s) engaged in real estate sales for my company.

Managing broker name: _____ Date: _____

Managing broker signature: _____



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BROKER/MANAGER OF THE YEAR NOMINATION FORM

Criteria for determining Broker/Manager of the Year recipient:

- Service to community and neighborhoods
- Service to the Denver Board of REALTORS®
- Service with the highest degree of professionalism to the public, and fellow REALTORS®
- Service to company/brokers
- Service to the REALTOR® community through education and training
- Additional comments for consideration
- Primary or Secondary membership in DBR

The Roundtable Task Force may require the submitter to provide additional information about the nominee. The Task Force will consider all qualified nominees, and may select a recipient who, in the opinion of the Task Force, is most deserving of this award. This award recognition may not be awarded annually.

Please send nominations to DBR, *Attn:* REALTOR® Roundtable, 4300 E. Warren Ave., Denver, CO 80222 or, email to kkruiger@denverrealtors.org by **Thursday, April 1, 2010.**

Submitter's name: _____ **Company:** _____ **Phone:** _____

Nominee's name: _____ **Company:** _____

Address: _____ **City:** _____ **State/Zip:** _____

Service to community and neighborhoods: _____

Service to company and brokers: _____

Service to Denver Board of REALTORS®: _____

Service to the REALTOR® community through education and training: _____

Service with the highest degree of professionalism to the public and fellow REALTORS®: _____

Additional comments for consideration: _____



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ROOKIE THE YEAR NOMINATION FORM

Criteria for determining Rookie of the Year recipient:

- Sales production (Sales and Sides)
- Practice real estate for less than one (1) year prior to 12/31/09
- Service to company
- Service with the highest degree of professionalism to the public and with fellow REALTORS®
- Service to one's self through education
- Primary or Secondary membership in DBR
- Additional comments for consideration

The Roundtable Task Force may require the submitter to provide additional information about the nominee. The Task Force will consider all qualified nominees, and may select a recipient who, in the opinion of the Task Force, is most deserving of this award. This award recognition may not be awarded annually.

Please send nominations to DBR, *Attn:* REALTOR® Roundtable, 4300 E. Warren Ave., Denver, CO 80222 or, email to kkruger@denverrealtors.org by **Thursday, April 1, 2010.**

Submitter's name: _____ **Company:** _____ **Phone:** _____

Nominee's name: _____ **Company:** _____

Address: _____ **City:** _____ **State/Zip:** _____

Service to company: _____

Service to one's self through education: _____

Service with the highest degree of professionalism to the public and fellow REALTORS®: _____

Additional comments for consideration: _____



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SUPPORT PERSON OF THE YEAR NOMINATION FORM

Criteria for determining Support of the Year recipient:

- Service to company
- Service to one's self through education
- Service with the highest degree of professionalism to their broker(s) and to the public
- Service to community
- Additional comments for consideration

The Roundtable Task Force may require the submitter to provide additional information about the nominee. The Task Force will consider all qualified nominees, and may select a recipient who, in the opinion of the Task Force, is most deserving of this award. This award recognition may not be awarded annually.

Please send nominations to DBR, *Attn:* REALTOR® Roundtable, 4300 E. Warren Ave., Denver, CO 80222 or, email to kkruiger@denverrealtors.org by **Thursday, April 1, 2010**.

Submitter's name: _____ **Company:** _____ **Phone:** _____

Nominee's name: _____ **Company:** _____

Address: _____ **City:** _____ **State/Zip:** _____

Service to company: _____

Service to community: _____

Service to one's self through education: _____

Service with the highest degree of professionalism to their broker(s) and the public: _____

Additional comments for consideration: _____
