



Dear Denver Board of REALTORS® Member,

We're excited to again present the **REALTOR® Roundtable of Excellence Awards**, the metro area's premier awards and recognition program. We will celebrate 2006 sales production and community service at the luncheon and in a special full page ad in the Denver Post.

Enclosed is your application for the 2006 Roundtable Awards. Please note that the application deadline is Friday, March 2, 2007. Denver Board offices close at 5:00pm, but faxed applications will be accepted until midnight.

Roundtable Awards Luncheon

When: Friday, April 27, 2007

11:00am to 2:00pm

Where: Denver Marriott Tech Center

4900 S. Syracuse, Denver, CO 80237

Applicant Eligibility

To be eligible for the Roundtable awards, applicants must be Primary or Secondary Denver Board members in good standing during 2006. Minimum qualifying production is twenty sides or \$4 million. Eligible transactions are those closed between and including January 1, 2006 and December 31, 2006.

How to Apply

Return your completed Roundtable application and \$35.00 application fee to the Denver Board at 4300 E. Warren Ave. Denver, CO 80222 or fax to (303) 756-0669 by March 2, 2007. Please note that \$35.00 is the fee to apply and does not include a luncheon reservation or an awards plaque. If you wish to receive an awards plaque, please make out your application fee check for \$60.00. Winners and finalists receive a free plaque. Luncheon invitations will be mailed in March.

AWARDS CATEGORIES

Individual Production Awards

Top 10 Residential Individual Volume Producers
Top 5 Residential Individual Sides Producers
Top 7 Residential Team Volume Producers
Top 3 Residential Team Sides Producers
Top 5 Residential Projects Volume Producers
Top 3 Residential Projects Sides Producers

Office Production Awards

Top 3 Residential Office Producers for single locations (Only Denver Board members' production may be included in total)
1-10 Agents
11-30 Agents
31-50 Agents
50+ Agents

Special Award Nominations

Broker/Manager of the Year
Rookie of the Year
Support Person of the Year (Licensed or Unlicensed)

Rule Disputes

Please note that the Denver Board reserves the right to audit any application and by applying, applicants agree to provide additional requested documents for review. The Roundtable Task Force, appointed by the Board of Directors, makes the final decision on rule interpretation disputes.

Questions

If you have any questions regarding the Roundtable awards program, please contact us at (303) 756-0553.

Here's to a great 2006 . . . and an even better 2007!



Cordially,
Derek Camunez
Derek Camunez
2006-07 President
Denver Board of REALTORS®

DENVER BOARD OF REALTORS® ROUNDTABLE AWARDS FREQUENTLY ASKED QUESTIONS (FAQ)

- I. Eligibility Questions
- II. Production Questions
- III. Category Questions
- IV. Other Questions

I. ELIGIBILITY QUESTIONS

Q: How is the eligibility requirement “Denver Board of REALTORS® member in good standing for the year” defined?

A: You meet the requirement for membership in good standing if you meet all of the following requirements:

- You are a Primary or Secondary member of the Denver Board of REALTORS®
- Your dues are paid for 2007 and 2006 (the production year)
- You are up to date on your Ethics class requirement
- You have taken Orientation (new members)
- You have no pending grievance cases against you

Q: Will my application be accepted if I didn't meet the \$4 million minimum Roundtable production, but I did meet the minimum of 20 sides?

A: Yes; but your application will be accepted for sides only.

Q: Will my application be accepted if it is partially complete, but on time?

A: No incomplete applications will be accepted. Each application must include:

- \$35.00 application fee, or \$55.00 application and plaque fee.
- Current managing broker certification and applicant signature.
- Selection of one production category: Individual, Team, or Projects.
- Application must be signed by applicant and broker.
- Your Excel (electronic) spreadsheets using the Denver Board of REALTORS® format are permitted, with each page subtotaled and the last page showing a grand total. *Two original calculator tapes must be attached for each handwritten page.*
- Volumes cannot be claimed by more than one applicant.

Q: Will my application be accepted if I accidentally leave out a deal in time to meet the deadline, so long as all other deals are turned in on time?

A: Yes, but production from the late deal will not be accepted. Though exceptions may have been made in the past, there can be absolutely no exceptions for late applications. Please don't ask.

Q: Will my application be accepted if something on it is accidentally left incomplete?

A: We will make every attempt to contact you so your application can be completed, but in the event we are unable to contact you, your application will not be accepted. Some common questions on a complete application include:

- The calculator tape may be replaced with printed subtotals produced electronically, such as an Excel spreadsheet.
- You may submit an Excel spreadsheet in printed form so long as the spreadsheet follows the exact format of the Denver Board's spreadsheet. Each printed page must show an accurate subtotal, with the last page showing an accurate grand total.

Q: Will my late application be accepted if something completely beyond my control happens, such as a family emergency, a natural disaster, or computer outage?

A: No, although we certainly sympathize and care.

Q: Will my application be accepted if I had become inactive as a Denver Board member at any point during the year of production?

A: Yes, but you may not submit production from the time of your inactive status.

Q: Will my application be accepted if I transferred from another board during the year 2006? During 2007?

A: Yes, and you may include all of your production for the year 2006. If you transferred to the Denver Board from another board during 2007, you must wait until the 2007 Roundtable Awards (held in 2008).

II. PRODUCTION QUESTIONS

Q: Can I count all my production that I closed during 2006?

A: Yes, so long as you were a Denver Board member during 2006 and are currently a member in good standing.

Q: Is the \$4 million minimum production what I actually closed during 2006 (my gross production), or is it half of that (actual sides)?

A: The only way that your production qualifies at half of \$4 million (\$2 million) is if you completed both sides of the transaction on your entire \$2 million in production. The minimum production is actually "Roundtable production" of \$4 million, which is determined based on the number of sides you completed.

Q: Can I count sales made by my licensed personnel?

A: No.

Q: May I count non-MLS sales?

A: Yes.

Q: May I count production on my own personal real estate purchases?

A: Yes.

Q: May I count production for properties outside the Denver Metro area?

A: Yes.

Q: May I count referral fees I receive as production?

A: Yes.

Q: Can I count both sides on all my transactions, even if I only did one side of the transaction?

A: No. You count only what you completed.

Q: If I co-listed with another salesperson who is not a Denver Board member, do I get to count production for my half?

A: Yes.

Q: May I enter all my production for the calendar year 2006 even though I didn't join the Denver Board until late in the year?

A: Yes.

Q: May I submit my production for 2006 even if I have changed offices? Will my application be accepted if my ex-broker is unavailable or unwilling to sign it?

A: Yes, you may submit production from various offices, but each previous managing broker must certify your numbers while employed at that office. The Denver Board and the Roundtable Task Force rely on broker certification and cannot accept an application that is not properly certified.

Q: May I count full production if I had co-listed some deals that were done with non-members?

A: No. You may only count your share of production, which would be half if there were two of you. This is true whether your co-lister was a Denver Board member or not.

Q: How do I know if someone else is claiming the same volumes that I'm claiming?

A: Check with Denver Board members who have co-listed properties with you. It is not permissible for the same volumes to be claimed more than once.

Q: May I count production from while I was a member of a different Board, prior to joining the Denver Board of REALTORS®?

A: Yes, as long as your membership with the Denver Board is in good standing. In fact, you may count your production even if you were not a member of any Board, as long as you joined the Denver Board during 2006 and your membership is in good standing.

Q: May I submit my own spreadsheet/production documents rather than use the Denver Board form?

A: Yes, as long as the spreadsheet is in the exact same format as the Denver Board's spreadsheet.

Q: Does all volume submitted under "Office" have to come from Denver Board of REALTORS® members only?

A: Yes.

Q: Will I have my volume advertised in the Denver Board's Denver Post Roundtable announcement?

A: No. However, you are free to run your own ad and publish your volumes separate from the Denver Board's ad.

Q: May I find out what each production level means (bronze, silver, gold, platinum)?

A: Yes, you may request the information from the Denver Board. However, the Denver Board will not publish the meaning of the levels in the newspaper ad or in the Roundtable program.

Q: If some applicants in an office don't meet the \$4 million in Roundtable production or 20 sides requirement, can their volumes be included in the Office volume total?

A: Yes, as long as they were Denver Board members in 2006 and are members in good standing.

III. CATEGORY QUESTIONS

Q: What are the awards categories for which I can apply?

A: 1) Individual Volume or 2) Team Volume or 3) Projects Volume and/or 4) Office Volume. Sides volumes are automatically applied for in Individual, Team, and Projects.

Q: May I apply for more than one category?

A: No, with one exception. You may apply for an individual production award and your production can also be included with an office production application. When you apply for a volume award, you automatically apply for a sides award. Roundtable rules are clear that you must apply for one individual award (i.e. Individual Volume vs. Team Volume vs. Projects Volume).

Q: How do I determine whether to apply under "Individual" or under "Team?"

A: The rules are explicit about this. In general, you must apply for "Team" if you utilize licensed support to consistently produce 15% of your sales. Read the rules carefully.

Q: Do all team members who apply under "Team" have to be Denver Board members during the year of production?

A: Yes, even though this may not have always been the case.

Q: Does Office Volume for 1-10 agents mean that 1-10 agents are submitting their production or rather that the office has a total of 1-10 agents? Same for 11-30 agents; 31-50 agents; 50+ agents?

A: Office Volume for 1-10 agents means that the office at that location has a total of 1-10 agents. Same for 11-30; 31-50; 50+ agents. However, only the production of Denver Board members qualifies for Office volume.

Q: What if my company has more than 10 agents, but my office has less than 10?

A: Office Volumes are submitted per office (single location), not per company. Refer to the rules.

Q: May I apply under "Individual" if I utilize a licensed assistant to show properties?

A: The rules are explicit. It depends on whether 15% of your annual production is made as a result of the licensed assistant and others you may consistently utilize. Read the rules carefully.

Q: May I apply under "Team" even if most of my business is projects?

A: The rules are explicit about this. If 50% of your business comes from projects (10 units in a building or subdivision), you must apply under Projects Volumes. Read the rules carefully.

Q: What forms do I use to apply under "Projects?"

A: Use Exhibit II and mark the checkbox for "Projects Category."

IV. OTHER QUESTIONS

Q: May I nominate myself for a special award?

A: Yes.

Q: Do nominees for a special award have to be primary (vs. secondary) Denver Board members? (Special awards include: Broker/Manager of the Year; Rookie of the Year; and Support Person of the Year).

A: Both primary members and secondary members of the Denver Board are considered for special awards.

Q: If I have a rule dispute, who do I talk to regarding rule interpretation?

A: The Board of Directors of the Denver Board of REALTORS® has jurisdiction over the Roundtable Task Force. We recommend that you bring your grievance to the Roundtable Task Force Chair initially for review by the Roundtable Task Force. Hopefully, this will solve the dispute. If you are not satisfied with the Task Force's response, your grievance will be submitted to the Board of Directors.

ROUNDTABLE RECOGNIZING RESIDENTIAL 2006 PRODUCTION

sponsored by the
DENVER BOARD OF REALTORS®

RULES & ELIGIBILITY

I. CREATION

The Roundtable is created and established under the authority of the Board of Directors of the Denver Board of REALTORS®, hereinafter referred to as the Association.

II. OBJECTIVE

The purpose of the Roundtable shall be to give recognition to residential real estate sales people for achievement in the listing, selling, and referring of real property.

III. ELIGIBILITY

Eligible members are REALTORS® (both primary and secondary) who were in good standing of the Denver Board of REALTORS® for the year 2006. Eligible transactions are those CLOSED between and including **January 1, 2006 and December 31, 2006**.

IV. PRODUCTION CATEGORIES AND DEFINITION

A. 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 2006.

B. Eligible Properties

Includes sales and referrals of single family residences, as well as condominiums, townhouses, residential lots, multiple dwellings that are primarily in the Denver Metro area.

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 the Sample Exhibit II 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 2006. For 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.

V. VERIFICATION

Verification of eligibility for membership must be confirmed by each person applying for Roundtable membership, and their broker must certify their application as well as their audit sheets. Exhibits I and II (enclosed) are used for this purpose. When a salesperson has worked at more than one office in a year, each broker must certify sales made while the salesperson was in that office. The company the agent is working for at the time of the application will be the company the agent is recognized with at the time of the award.

VI. APPLICATION DEADLINE

All applications must be submitted to the Denver Board of REALTORS® office on or before **Friday, March 2, 2007**. Though we certainly sympathize, we are unable to accept late applications due to family emergency, natural disaster, computer failure or other circumstances beyond your control.

VII. AUDIT

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.

VIII. AUTHORITY

The 2006 Roundtable Task Force, appointed by the Denver Board of REALTORS® Board of Directors, shall make the final decision on disputes concerning rule interpretations.

IX. ACHIEVEMENT AWARDS

A. 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®.

B. 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 12/31/05. 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 community and neighborhoods, (4) service to the Denver Board of REALTORS®, (5) service to one's self through education, (6) service with the highest degree of professionalism to the public that we serve, and cooperation above and beyond expectations with fellow REALTORS®, and (7) additional comments for consideration.

C. 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.

D. REALTOR® Excellence & Community Service Award

The selection of REALTOR® Excellence & Community Service Award shall be made upon a vote of the Roundtable Awards Task Force. Any REALTOR® may be nominated for this award. Selection of the REALTOR® Excellence & Community Service Award is based upon the following attributes: (1) service to community, (2) service to one's self through education, and (3) service to the REALTOR® organization.

X. RESIDENTIAL PRODUCTION AWARDS –

The following top producer categories will be recognized by the Roundtable:

A. Top 10 Individual Volume & Top 5 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.

B. Top 7 Team Volume & Top 3 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. Did you consistently use another person (more than 15% of sales) to show properties, negotiate contracts, and/or sign closing documents during 2006? If so, you must consider yourself a **team**. If you did not, you must file as an individual.

C. Top 5 Projects Volume & Top 3 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.

D. Top 3 Office Volume Awards

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

We will recognize the Top 3 Volume in 4 different categories which represent the size of the office:

- 1. 1-10 Agents**
- 2. 11-30 Agents**
- 3. 31-50 Agents**
- 4. 50+ Agents**

2006 RESIDENTIAL ROUNDTABLE
DENVER BOARD OF REALTORS®

SAMPLE EXHIBIT II – Individual Volume and Sides (Example)

INDIVIDUAL VOLUME AUDIT SHEET

(for audit purposes only) *Do not apply for Individual Volume or Sides if you used another person (more than 15% of sales) to show properties, negotiate contracts, and/or sign closing documents during 2006, or if 50% of your business came from projects (10 units in one building or subdivision).

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	9/28/06	1	\$150,000	\$150,000
<i>You listed AND sold a \$150,000 house.</i>	listing & sale	9/28/06	2	\$150,000	\$300,000
<i>You received a referral fee of 20% on a \$100,000 house.</i>	referral fee	9/15/06	0	\$100,000	\$20,000
<i>You sold a \$100,000 and paid a referral fee of 20%</i>	sale and 20% referral fee	9/15/06	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	11/30/06	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	11/30/06	2	\$75,000	\$150,000
<i>You co-listed a \$200,000 property with another agent</i>	co-listing	9/30/06	.5	\$200,000	\$100,000
TOTAL THIS PAGE			#7.5		\$875,000
TOTAL ALL PAGES (on last page only)			#7.5		\$875,000*

*This figure must equal the number on Exhibit II, Certification for Individual and Team Producers.

Applicant's Signature (Required)
attesting to accuracy of production figures

Broker's Signature (Required)
attesting to accuracy of production figures

ROUNDTABLE RECOGNIZING RESIDENTIAL REAL ESTATE PRODUCTION FOR 2006

sponsored by the
DENVER BOARD OF REALTORS®

**EXHIBIT II - CERTIFICATION
FOR INDIVIDUAL AND TEAM PRODUCERS**

(REQUIRED – page 1 of 2)

All Individual and Team Volume and Sides Applicants:

I/we, _____, member(s) in good standing of the Denver Board of REALTORS® in 2006, hereby apply for membership in the Roundtable. I hereby certify that I/we have read the Rules and Eligibility for the Roundtable and that, in accordance with the Rules and Eligibility, my qualifying real estate sales volume for the year of 2006 total is \$_____ (**must be at least \$4 million in Roundtable production or 20 sides**). My/our broker is certifying below that this figure is accurate. I/we understand that this application may not qualify if the information contained in my Exhibit II is inaccurate or incomplete.

Signature of Salesperson(s) _____ Date _____

Signature of Salesperson(s) _____ Date _____

Signature of Salesperson(s) _____ Date _____

NOTE TO APPLICANTS:

1. If you wish to receive credit for sales made while at another office, another form should be completed, signed by the other broker, and submitted with this application.
2. Audit sheets (Exhibit II) on which you've recorded individual or team transactions must be attached to this application and signed by both the applicant and broker.

Team Producers – Definition

Residential Team Volume and Sides Producers -

Team producers are defined as agents who consistently utilize one or more assistants, secretaries, independent contractors, buyer/agents, support staff and/or other agents to show properties, negotiate contracts, and sign closing documents. Did you consistently use another person (more than 15% of sales) to show properties, negotiate contracts, and/or sign closing documents during 2006? If so, you must consider yourself a **team**. If you did not, you must file as an **individual**.

Individual Producers – Definition

Residential Volume and 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.

Interpretation

Did you regularly use (**more than 15% of sales**) another person to show properties, negotiate contracts, and/or sign closing documents during 2006? If so, you must consider yourself a team under the revised rules. If you did not, you must file as an **individual**.

CONTINUE TO AGENT'S & BROKER'S CERTIFICATION PAGE (REQUIRED)

**EXHIBIT II - CERTIFICATION
FOR INDIVIDUAL AND TEAM PRODUCERS**

(REQUIRED – page 2 of 2)

AGENT’S CERTIFICATION OF CATEGORY

Team or Individual
(Required)

I/we have read the above rules and interpretation pertaining to “team” and “individual” categories for Roundtable awards.

I/we do hereby certify that I/we, _____
(Agent Name(s))
should be considered a(n) _____ for Roundtable application purposes.
(Team or Individual)

I/we understand that this certification will be used to categorize the application I/we am/are submitting.

Agent’s Signature (Required) **Date**

Agent’s Signature (Required) **Date**

Agent’s Signature (Required) **Date**

BROKER’S CERTIFICATION OF CATEGORY

Team or Individual
(Required)

I/we have read the above rules and interpretation pertaining to “team” and “individual” categories for Roundtable awards.

I/we do hereby certify that I/we, _____
(Agent Name(s))
should be considered a(n) _____ for Roundtable application purposes.
(Team or Individual)

I/we understand that this certification will be used to categorize the application I/we am/are submitting.

Broker’s Signature (Required) **Date**

I am both the applicant/agent and my own broker. I understand that I am required to certify as broker.

ROUNDTABLE RECOGNIZING RESIDENTIAL REAL ESTATE PRODUCTION FOR 2006

sponsored by the
DENVER BOARD OF REALTORS®

**EXHIBIT II - CERTIFICATION
FOR PROJECTS PRODUCERS**

(REQUIRED – page 1 of 2)

All Projects Volume and Sides Applicants:

I, _____, a member in good standing of the Denver Board of REALTORS® in 2006, hereby apply for membership in the Roundtable. I hereby certify that I have read the Rules and Eligibility for the Roundtable and that, in accordance with the Rules and Eligibility, my qualifying real estate sales volume for the year of 2006 total is \$_____ (**must be at least \$4 million in Roundtable production or 20 sides**). My broker is certifying below that this figure is accurate. I understand that this application may not qualify if the information contained in my Exhibit II is inaccurate or incomplete.

Signature of Salesperson(s) _____ Date _____

NOTE TO APPLICANTS:

1. If you wish to receive credit for sales made while at another office, another form should be completed, signed by the other broker, and submitted with this application.
2. Audit sheets (Exhibit II) on which you've recorded projects transactions must be attached to this application and signed by **both the applicant and broker**.

Projects Producers – Definition

Projects Volume and Sides Producers -

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**.

Team Producers – Definition

Residential Team Volume and Sides Producers -

Team producers are defined as agents who consistently utilize one or more assistants, secretaries, independent contractors, buyer/agents, support staff and/or other agents to show properties, negotiate contracts, and sign closing documents. Did you consistently use another person (more than 15% of sales) to show properties, negotiate contracts, and/or sign closing documents during 2006? If so, you must consider yourself a **team**. If you did not, you must file as an **individual**.

Individual Producers – Definition

Residential Volume and 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.

Interpretation

Did 50% of your business come from projects? If so, you must file under the projects category. Did you regularly use (**more than 15% of sales**) another licensed person to show properties, negotiate contracts, and/or sign closing documents during 2006? If so, you must consider yourself a **team** under the rules. If you did not, you must file as an **individual**.

CONTINUE TO AGENT'S & BROKER'S CERTIFICATION PAGE (REQUIRED)

**EXHIBIT II - CERTIFICATION
FOR PROJECTS PRODUCERS**

(REQUIRED – page 2 of 2)

AGENT’S CERTIFICATION OF CATEGORY

Projects

I have read the above rules and interpretation pertaining to “projects,” “team” and “individual” categories for

Roundtable awards. I do hereby certify that I, _____

(Agent Name)

should be considered a

Projects Producer

for Roundtable application

purposes. I understand that this certification will be used to categorize the application I am submitting.

Agent’s Signature *(Required)*

Date

BROKER’S CERTIFICATION OF CATEGORY

Projects

(Required)

I have read the above rules and interpretation pertaining to “projects,” “team” and “individual” categories for

Roundtable awards. I do hereby certify that _____

(Agent Name)

should be considered a

Projects Producer

for Roundtable application

purposes. I understand that this certification will be used to categorize the application I am submitting.

Broker’s Signature *(Required)*

Date

I am both the applicant/agent and my own broker. I understand that I am required to certify as broker.

ROUNDTABLE RECOGNIZING RESIDENTIAL 2006 PRODUCTION

sponsored by the
DENVER BOARD OF REALTORS®

EXHIBIT IV - OFFICE VOLUME CERTIFICATION

Note: Complete Exhibits III and IV only if you want your office to be considered for the top residential office volume award.

As the managing broker of _____, I hereby certify that the 2006 qualifying dollar volume for my office was \$_____ for _____ (quantity) **2006 Denver Board of REALTOR® members in good standing.** The minimum \$4 million in Roundtable production or 20 sides requirements is **waived** in order for all qualifying DBR members in an office to have their production included in Office Volume.

In accordance with the Rules and Eligibility of the Roundtable Award Luncheon, I have completed the attached Exhibit III and further acknowledge that transactions closed by **those who are not members of the Denver Board of REALTORS® are not eligible and are not included.**

Please follow the Exhibit III format when submitting Office production. Each page must be sub-totaled or a calculator tape attached.

BROKER CERTIFICATION FOR OFFICE VOLUMES

(Required)

Broker's Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Broker's Signature:
attesting to accuracy of production figures *(required)*

Date:

Awards will be given to the top producing residential offices defined as a single location. We will recognize the Top 3 Office Producers (Company) in 4 different categories which represent the size of the office as follows:

- 1-10 Agents**
- 11-30 Agents**
- 31-50 Agents**
- 50+ Agents**

Note: Only complete Exhibits III & IV if you want your office to be considered for the Residential Office Volume Awards.

ROUNDTABLE RECOGNIZING 2006 PRODUCTION

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DENVER BOARD OF REALTORS®

**NOMINATION FORM
BROKER/MANAGER OF THE YEAR**

The following criteria is used in determining the recipient of the Broker/Manager of the Year award:

- Service to community and neighborhoods
- Service to company/brokers
- Service to the Denver Board of REALTORS®
- Service to the REALTOR® community through education and training
- Service with the highest degree of professionalism to the public that we serve, and cooperation above and beyond expectation with fellow REALTORS®
- Additional comments for consideration
- Primary membership in DBR (although secondary members will be considered)

Please accept the following name for consideration as 2006 Broker/Manager of the Year. I will provide the Task Force with more detailed information upon request. Briefly stated below are reasons to support my nomination. I understand that the Roundtable 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. I understand this recognition may not be awarded annually.

Nominee's Name

Company

Address

Phone

City/State/Zip

What did the nominee do?

Service to community and neighborhoods: _____

Service to company/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 we serve, and cooperation above and beyond expectation with fellow REALTORS®: _____

Additional comments for consideration: _____

Submitter's Name

Company

Phone

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**NOMINATION FORM
ROOKIE OF THE YEAR**

The criteria for determining the recipient for Rookie of the Year includes individuals who are members of DBR and who have been practicing real estate sales for less than one year prior to 12/31/05, and who meet the following criteria:

- Sales production (Sales and Sides)
- Service to company
- Service to community and neighborhoods
- Service to the Denver Board of REALTORS®
- Service to one’s self through education
- Service with the highest degree of professionalism to the public that we serve, and cooperation above and beyond expectation with fellow REALTORS®
- Additional comments for consideration
- Primary membership in DBR (although secondary members will be considered)

Please accept the following name for consideration as 2006 Rookie of the Year. I will provide the Task Force with more detailed information upon request. I understand that the Roundtable 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. I understand this recognition may not be awarded annually.

Nominee’s Name **Company**

Address **Phone** **City/State/Zip**

What did the nominee do?
Service to company: _____

Service to community and neighborhoods: _____

Service to Denver Board of REALTORS®: _____

Service to one’s self through education: _____

Service with the highest degree of professionalism to the public we serve, and cooperation above and beyond expectation with fellow REALTORS®: _____

Additional comments for consideration: _____

Submitter’s Name Company Phone

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NOMINATION FORM
SUPPORT PERSON OF THE YEAR (LICENSED OR UNLICENSED)

The following criteria is used in determining the recipient of the Support Person of the Year award:

- 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 to the public that we serve
- Additional comments for consideration
- Primary membership in DBR (although secondary members will be considered)

Please accept the following name for consideration as 2006 Support Person of the Year. I will provide the Task Force with more detailed information upon request. Briefly stated below are reasons to support my nomination. I understand that the Roundtable 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. I understand this recognition may not be awarded annually.

Nominee's Name _____ **Company** _____

Address _____ **Phone** _____ **City/State/Zip** _____

What did the nominee do?
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 we serve: _____

Additional comments for consideration: _____

Submitter's Name _____ **Company** _____ **Phone** _____

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