

## GUIDELINES FOR APPLICATION

**PURPOSE:** The New Castle County Board of REALTORS® "Million Dollar Sales Club" exists to give recognition to REALTORS® who have accomplished outstanding sales and/or leases, thereby furthering the image of REALTORS® as professionals in our area. REALTORS® acquiring the Million Dollar Sales status receive recognition the year following their achievement. REALTORS® and/or their firms may use the Million Dollar Sales Club Award to gain additional publicity in their local community.

**OFFICIAL RULES AND PROCEDURES:** All real estate sales, leases and listings settled in one calendar year are eligible (residential, commercial, or industrial). A dated and signed contract will be the standard qualification. A transaction which involves a FSBO or builder of new construction (not listed with a broker) counts as a listing sold. All original applications are the property of NCCBOR and will not be returned.

**MLS Reports As Substitute Forms:** Million Dollar Status Reports obtained through Trend may be substituted for a completed form, but the completed application must accompany this report. It will be the applicant's responsibility to check the form for accuracy and to sign and obtain broker's signature on the form **and** application for submission.

**DEADLINE:** ALL ENTRIES MUST BE RECEIVED IN THE NCCBOR OFFICE BY **Friday, APRIL 28, 2017 to be included in the Annual Awards Celebration and receive your certificate and pin.** All applications received after APRIL 28, 2017 but before December 31, 2017, will be placed in the appropriate Million \$ Club membership category and issued a certificate and pin which may be picked up at the Board offices. Applications for 2016 Sales Year cannot be accepted after December 31, 2017.

**VOLUNTARY VERIFICATION RECEIPT:** You may obtain a verified receipt of submission by delivering the application to the Board Office in person. The date-stamped duplicate, which you retain, serves as a receipt in case of a dispute over the receipt date.

**ELIGIBILITY:** Participation in the NCCBOR sales competition for the year is open only to REALTORS® in good standing in accordance with the standards of NAR, DAR, and NCCBOR.

**EXECUTIVE, PRESIDENTIAL AND LIFETIME MEMBERSHIP:** Special recognition will be given to those who have attained the Executive, Presidential and Lifetime membership.

### **LEVELS OF MEMBERSHIP :**

*Executive Members* in the Million Dollar Sales Club are those who qualify for three consecutive years, or three out of five years.

*Presidential Members* in the Million Dollar Sales Club are those who qualify for four consecutive years, or four out of six years.

*Lifetime Members* in the Million Dollar Sales Club are those who qualify for five consecutive years, or five out of seven years.

### COMPLETING THE OFFICIAL VERIFICATION FORM INSTRUCTIONS

1. PROPERTY ADDRESS: Complete address of property listed, leased and/or sold or pending.
2. CONTRACT DATE: Execution date of contract (date signed by all parties).
3. CONTRACT SALE OR LEASE AMOUNT: Contract sale price or value of lease contract. (Example of lease reporting: Contract for 1,000 sq. ft. at \$100/sq. ft. for a three year lease; annual lease price is \$100,000; total value of lease contract is \$300,000.)
4. APPLICANT'S SHARE OF LISTING:
  - a. If you shared a listing with another participant in your office, divide column (3) CONTRACT SALE PRICE by 4. This applies ONLY to any cooperating effort within YOUR FIRM with regard to the transaction claimed. No more than TWO participants may be involved in ONE TRANSACTION.
  - b. If the listing was not shared, divide column (3) CONTRACT SALE PRICE by 2. This applies ONLY to any cooperating effort within YOUR FIRM regarding the transaction claimed. No more than TWO participants may be involved in ONE TRANSACTION.
5. APPLICANT'S SHARE OF SALE: (Use same accounting as Section 4, above.)
6. ENTER SHARING SALESPERSON'S NAME FOR EITHER LISTING SOLD, SALE, OR LEASE.

**\*\* NOTE: ONLY CLAIM ½ OF THE CONTRACT/LEASE AMOUNT UNLESS YOU WERE BOTH THE LISTING AND SELLING AGENT\*\***