



**Circle of Excellence Application  
2016 Qualifying Year – Residential  
Submission Deadline – Friday, January 27, 2017**

I, \_\_\_\_\_, hereby make application for (Select One):

- First Time Circle of Excellence Membership – \*\$100 application fee**
- Circle of Excellence Membership - \*\$100 application fee**
- First Time Life Member Circle of Excellence Membership - \*\$100 application fee**
- Life Member Circle of Excellence Membership - \*\*fee option must be selected**

- New Member is one who is qualifying for Circle of Excellence for the first time
- Member is a current Circle of Excellence member who has not yet met the qualifications of Life Member status
- New Life Member is one who is achieving Life Member status for the first time (qualified for Circle of Excellence 5 consecutive years –or- 5 out of 7 years)
- Life Member is one who is in their second year or more of Life Member Status. Life Members may choose to submit production reports but are not required to do so. However, they must continue to submit the Circle of Excellence application and application fee if they desire newspaper recognition and a certificate.

I hereby certify that I was personally involved in the following real estate transactions during the period of Jan. 1, 2016 through Dec. 31, 2016 as evidenced by the attached information.

My total volume as Selling Agent	\$ _____
My total volume as Listing Agent	\$ _____
My total volume as Referral Agent	\$ _____
TOTAL (GROSS) COMMISSION	\$ _____
TOTAL PRODUCTION (VOLUME)	\$ _____

I hereby certify that I was personally involved in the following real estate transaction during the period of Jan 1, 2016 through Dec 31, 2016 as evidenced by the attached information.

\*\* Life Member only fee options (select one):

- \_\_\_\_\_ \$50 application fee (includes certificate & newspaper ad)
- \_\_\_\_\_ \$100 application fee (includes certificate in frame, newspaper ad, & gift)

\_\_\_\_\_  
Name Typed or Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Applicant's Signature

**Managing Broker Section on Page 2 must be completed.**

**CBOR Residential Circle of Excellence**

**Managing Broker Verification**

I, \_\_\_\_\_, acting as applicant's Managing Broker at \_\_\_\_\_ (*company name*), hereby attest that I have read the Columbus Board of REALTORS® Circle of Excellence Rules and Regulations and that the applicant, \_\_\_\_\_ (*applicant's name*), is qualified for admission under said Rules. I have reviewed this application and warrant that this application is true and correct and in accordance with our records and that there were no cooperating agents except as shown, either in or out of our office. A full real estate commission was paid to the applicant in cash or collectible note according to the indicated percentages of total credit claimed.

I understand that should the applicant submit any errors in form or content, other than typographical or mathematical, that the application submitted shall be disqualified without prejudice.

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
REALTOR® Managing Broker Signature



**Residential**  
**2017 CIRCLE OF EXCELLENCE**  
**QUALIFICATION AND SUBMISSION REQUIREMENTS**  
*Qualifying Year 2016*

- **Who can apply for Circle of Excellence?** Any member in good standing with the Columbus Board of REALTORS® (herein referred to as CBOR).
- **What is the “Production Qualifying Year”?** A “Production Qualifying Year” is a full calendar year, beginning January 1st and running through December 31<sup>st</sup>. This year’s “Production Qualifying Year” is January 1, 2016 to December 31, 2016.
- **What is my Circle of Excellence “Membership Year”?** The “Membership Year” is the calendar year immediately following the “Production Qualifying Year”. *The “Membership Year” for this term is 2016.*
- **What are the membership levels for Circle of Excellence?**
  - New Member - one who is qualifying for Circle of Excellence for the first time
  - Existing Member - a current Circle of Excellence member who has not yet met the qualifications for New Life Member status
  - New Life Member - one who has achieved Life Member status for the first time (achieved Circle of Excellence for 5 Consecutive years - **OR** - 5 out of 7 years)
  - Existing Life Member - one who is in their second year or more of Life Member Status. Existing Life Members may choose to submit production reports but are not required to do so. However, they must submit the Circle of Excellence Application and Application Fee for newspaper recognition and certificate.
- **What do I turn in with my Application and Application Fee?**
  - *Note:* Existing Life Members who are NOT submitting a production report – see the next bulleted Question for your submission requirements. Existing Life Members who ARE submitting a production report, and all other Membership Levels - the following applies to you:  
**Submit the following:**
    - The TYPED, Signed and Notarized Official Application (no handwritten applications will be accepted).
    - A TYPED spreadsheet showing the following, as applicable to your business transactions: property address, closing date, buyer, seller, sales price, listing credit, selling credit, referral credit, total credit, commission (an Excel Spreadsheet Template is available from CBOR)
    - A Copy of your MLS Agent Book (information on How to Pull Your Book is available upon request to CBOR)

- Copies of HUD Statements or referral checks, if applicable, if the listings are not included in your agent book.
  - Other supporting documentation, if any
  - Payment (see Application Form)
  - A current Photo of yourself emailed as an attachment to rebekah@cboronline.com, or a 3x5 printed glossy photo with your name written on the back
- **If I'm an Existing Life Member and am NOT submitting a Production Report, what do I need to turn in?**
    - The TYPED and signed Application (no handwritten applications will be accepted). If no production report is being submitted, your application does **not** need to be notarized; however, your Broker still must sign the application.
    - Other supporting documentation, if any
    - Payment (see Application Form)
    - A current Photo of yourself emailed as an attachment to kari@cboronline.com or a 3x5 printed glossy photo with your name written on the back
- **When are applications and payment due?**
    - Applications and payment must be submitted to CBOR no later than **5:00 p.m. on Friday, January 22, 2016**. (see Application Form). **Late applications will NOT be accepted. No exceptions.** Payment MUST accompany the application. Incomplete applications will be returned to the applicant.
- **What are the requirements for applying to Circle of Excellence?** To apply, you must fulfill the following:
    - **Payment of Annual Association Dues** – If your 2016 CBOR annual association dues were paid by December 31, 2015, production for all of 2016 counts as production volume. Otherwise, your production volume for closed transactions will begin counting as of the date your dues were paid.
    - **Member in Good Standing** - Be a Member in good standing at the time of application **AND** when awards are presented.
    - **Meet production & transaction requirements:**
      - Close "new business" sales equal to or greater than \$1,000,000 in accordance with Circle of Excellence criteria. (See Page 3).
      - Create a gross (total) commission to the broker company of \$100,000.
      - Have a minimum of fifteen (15) transactions per agent during the qualifying year (Jan. 1 – Dec. 31, 2016).
      - For team sales, **each** agent must have a minimum of 15 transactions, and the combined credit must be \$100,000, multiplied by the number of team members that have active Real Estate Licenses to determine gross (total) commission.
- **How do I figure my qualifying sales totals?** You are allowed credit for your personal production for sales, listings, and referrals as follows:
    - **Selling Agents & Listing Agents** - 50% credit for listings and 50% credit for sales. In the event there is no fixed or stipulated purchase price (as in the case of an exchange of properties), the value used to determine the commissions will be the amount credited.
    - **Builder's List Property** - Credit will be given as any other listed property, without exception, regardless of the commission splits between agents in the transaction.
    - **Selling Agent of Other Listings**, (i.e. builder's homes, Non-MLS\*\*\*) - agent receives 100% credit.

- **More than one participant and/or Syndication** - If more than one individual participates as the selling agent or the listing agent, the credit allowed will be in the same proportion as the division of commission (or credits for commission) between the individuals, with the exception of relocation or broker referrals and referral agents. Agents who pay other licensees a percentage of their commission can only claim the percentage of the sale that is equal to the commission they retain. Where an individual sells shares of ownership in property through syndication, the credit allowed shall be the same proportion as the percent of ownership which that salesperson sells in the syndicated transaction.
  - **Installment Commissions** - Full credit will be allowed in the year of the closing of a transaction where an installment commission exists.
  - **Ownership Position** - Where a broker/agent or their spouse has an ownership position (personal or corporate) in a sale, purchase or listing for credit toward qualifying for membership in the Circle of Excellence, he/she shall be penalized to the extent of the ownership interest. However, this does not preclude counting for credit the sales side of the sale if the ownership position is on the listing side.
- **What about Referral & Rental Commissions?**
    - You may claim a credit of the portion of the commission received on any referral to a broker in another city, equal to the actual percentage collected.
    - Referral Commissions must have a copy of the HUD or a copy of the referral check attached to the application, and must be certified by the Broker.
    - Rental Commissions that are administered by a CBOR member company will be included in the volume count but must be certified by the Qualifying Broker on the application.
- **What about Non-MLS Sales?\*\*\***
    - Non-MLS Sales that are entered into the CBOR MLS system within 30 days of their closing date can be included in production volume. Non-MLS Sales entered into the MLS system **after** 30 days of the closing date **cannot** be included in production volume.
- **What is the “closing effective date”?** The date on which title is passed will be the date of credit for sales and listings.
- **What if I made a mistake on my production report?**
    - If errors are found during the review process, you'll be notified by a committee member by phone and email. You will then have 24 hours from the time of notification to correct the error and return the corrected documentation to the Circle of Excellence Committee. If not returned with 24 hours of notification, the application will be rejected. The 24-hour clock starts when the committee gives the notification – not when you get around to opening your email or listening to your voicemail.
- **Other things you should know:**
    - Personal checks, Visa, and MasterCard are accepted for payment. Broker or company checks are also accepted. All payments must accompany the application.
    - If a fraudulent application is submitted, including but not limited to failure to disclose his/her ownership position, failure to disclose participation with other agents, inaccurate volume or any other falsification, the applicant will be automatically disqualified and reported to the Grievance and Professional Standards Committee for action.

- Transactions must be listed on the production report in order by month and day of closing, beginning with January.
  - The Circle of Excellence Committee will verify all applications submitted and may verify information at the MLS office or visit any broker's office to review files. The Committee will not copy or remove information in a broker's file.
  - It is incumbent upon the applicant and his/her broker to ensure that the application is complete and submitted in compliance with the rules outlined herein. **The Broker's signature cannot be substituted for any required paperwork. The Circle of Excellence Committee reserves the right to refuse any application that is incomplete even if it possesses the Broker's signature.**
- **What are the perks of Membership?**
    - **Circle of Excellence Membership** – Qualifying Members will be inducted to the CBOR Circle of Excellence Membership.
    - **Recognition / Publicity** – Members will be recognized at the Annual Awards Luncheon if they are in attendance, and each member will receive a Circle of Excellence Certificate each year. Those who submit an Application, Payment, and Photo will be included in the Columbus Ledger-Enquirer print ad along with other Circle of Excellence recipients. Members will also receive a gift to be determined by the Circle of Excellence Committee. Existing Life Members may opt out of receiving a gift (refer to the Application Form for details).
    - **Who will present the awards at the annual luncheon?** The Circle of Excellence committee shall select each year the person to present the awards.
- **How much is the application fee?** (See the Application Form for the fee structure.)
  - **Who sets the application fee and what does it cover?** The Circle of Excellence Committee is authorized to set a fee, if deemed necessary and at its discretion, prior to requesting applications for membership in the Circle of Excellence. The fee helps to offset the cost of certificates, awards, plaques, gifts, advertisement, promotion, and the awards luncheon.
  - **What happens if I am no longer a member of the Columbus Board of REALTORS®?** You must be an active member in good standing in CBOR to be a member of the Circle of Excellence. If you cease to be a member of the association, your membership in the Circle of Excellence is automatically terminated. However, Life Members are members for life.
  - **Thou Shalt Not...** REALTOR® Member companies shall not use the word "Circle of Excellence" or similar thereto, in its award or advertising except where this policy is used to denote membership. The spirit of this rule is important to maintain the prestige of the members in the CBOR Circle of Excellence.
  - **More Fine Print** - The Circle of Excellence of the CBOR has been established and is sponsored by CBOR, and all actions of the program shall be subject to approval of the Board of Directors. CBOR Board of Directors reserves the right to dissolve the program at its discretion.