



**REALTOR® Association of Prince William  
Top Producer Awards**

Eligibility Information, Rules and Criteria  
Application Deadline: **February 11, 2023**

**I. PURPOSE**

The *Top Producer Awards* are organized to recognize and encourage outstanding REALTOR® members of the REALTOR® Association of Prince William (PWAR).

**II. ELIGIBILITY & QUALIFICATION PERIOD**

Membership is open to any agent who is a REALTOR® (Primary or Secondary) or Principal BROKER/OWNER member in good standing with the PWAR, and who meets the volume requirements and criteria. Members who have transferred from another Association to PWAR will be eligible for membership in the *Top Producer Awards* if they have met either the PWAR Sales Award criteria or their previous Association’s annual sales award criteria. Guidelines (volume requirements) of previous Association should be attached to the application.

A. Principal Brokers and Owners of PWAR Firms are eligible to qualify for a Top Producer award.

B. Associate Brokers who act as “salespersons” are eligible to qualify for a Top Producer award. Application forms must be signed by the Principal Broker or Sales Manager.

C. Real Estate Board Regulation (Art. 6.9, Improper Brokerage Commission) requires all compensation to a Real Estate Salesperson or Associate to be paid by his/her Principal Broker; thus, volume will only be counted for transaction with disbursement in compliance with this regulation. This applies to all categories.

The qualification period covers the calendar year, January 1, 2022–December 31, 2022. Transactions counted must have settled during this period.

**III. CATEGORIES**

The *Top Producer Awards* are composed of two (2) separate and distinct categories of Real Estate endeavors: (1) **Individuals** and (2) **Teams**. The **Individual** category is designed for those members whose principle activity involves the listing and sale of Real Estate (including commercial and new homes transactions). The **Teams** category is designed for those members (Teams) whose principle activity involved the listing and Real Estate (including commercial and new homes transactions). Any advertising during the contest year, that implies a TEAM effort, MUST be submitted for a TEAM Award, and will not be eligible for an individual award. Agent(s) who have one or more Active Licensed assistants, are considered as TEAM Members, and agent(s) MUST submit for a TEAM Award. Two or more licensed agents working together, who imply a TEAM effort during the contest year, MUST submit for a TEAM Award. Examples of **TEAM** Effort may be but are not limited to: Joint Advertising; Multiple participation in transactions; Office recognition as a team. **If any/all of the above criteria is met, application will automatically be considered for a TEAM award.**

Category	2022 Dollar Volume
Individual:	
• Top Producer Silver	\$2,000,000 - \$4,999,999 in VOLUME
• Top Producer Gold	\$5,000,000 or greater in VOLUME
Team:	
• Team Top Producer Silver	\$3,250,000-\$8,249,999 in VOLUME TEAM
• Team Top Producer Gold	\$8,250,000 or greater in VOLUME

*NOTE: The Awards Group reserves the option to audit Top Producer Award Applications.*

#### **IV. HOW TO APPLY FOR VOLUME AWARDS**

To qualify for the Top Producer Award in both Individual and Team category, the agent's or team's total volume must be settled in residential sales and listings. Leases of any type may qualify, including commercial leases. See Section VII, VIII and IX to further review rules for shared transactions, new home transactions, and commercial leases. A candidate may make application for membership in only one category. Sales volume and/or leasing volume attained individually by one member cannot be assigned to another member for purpose of meeting qualification requirements.

All applications must contain an application form and the supporting Bright MLS Agent Sales Report(s). The Bright MLS Agent Sales Report is the ONLY acceptable support of volume accepted by the PWAR Awards Small Group. Appropriate signatures and fees must accompany all submissions to be considered for Top Producer Awards.

- **Application Deadline by February 11, 2023: No fee assessed**
- **Historical Updates ONLY: February 15, 2023 & beyond: \$150 application fee assessed**

#### **V. SHARED TRANSACTIONS**

In the event a shared sale or a shared listing is made between two or more members in the same company, he/she will receive only that pro-rated share, based on compensation if compensation is paid, he/she is entitled to. Any shared sale or listing of less than 33% compensation to the applicant will not count and no credit will be given. If no compensation is involved, then supporting documentation (i.e. listing agreement, sales contract, etc.) will be provided showing participation. If no documentation is provided, then volume will not be allowed.

In the event of a co-op sale or a co-op listing with another company, the company receiving 67% or more commission shall take full credit in volume and points. For example, if any member received 40% of the monetary compensation, then that member will be allowed 40% of the total volume and points. If a member received more than 67% of a transaction, said member shall claim 100% of the volume and transaction points on the Association awards form, and no other claims will be allowed.

In the event a shared sale or a shared listing is made between two or more members in the same company, he/she will receive only that pro-rated share he/she is entitled to. Any shared sale or listing of less than 33% compensation to the applicant will not count and no credit will be given. This paragraph applies to leasing volume as well. If no compensation is involved, then supporting documentation (i.e. listing agreement, sales contract, etc.), will be provided showing participation. If no documentation is provided, then volume will not be allowed. In the event of a co-op sale or a co-op listing with another company, the company receiving 67% or more commission shall take full credit in volume and points. For example, if any member receives 40% of the monetary compensation, then that member will be allowed 40% of the total volume and points. If a member receives more than 67% of a transaction, said member shall claim 100% of the volume and transaction points on the Association awards form, and no other claims will be allowed.

#### **VI. NEW HOME TRANSACTIONS**

The on-site Project Sales Manager shall receive listing volume credit for the full sales price of each home in that project, whether sold "in-house" or on a co-op basis with a general brokerage residential agent. In those situations, where a project co-ops; i.e., pays a commission or finder's fee to a residential agent's Broker for producing a purchaser, the residential agent producing the purchaser may count the full sales price toward volume in the Residential Category.

The on-site Project Sales Manager who is ALSO the procuring cause for the builder shall receive volume credit for both the sale and listing for in-house transactions only; i.e. not involving a co-op agent. When a co-op agent is involved in the transaction, such on-site Project Sales Manager shall count the volume only once.

The agent who is not the on-site Project Sales Manager, but is the verifiable procuring cause for that project AND is accordingly compensated for that purpose by the agent's Broker, shall be entitled to claim the full sales price of each home sold and settled in that project toward volume.

NOTE: AGENTS WHO MERELY LIST NEW HOMES IN THE MLS AS A SERVICE TO THE BUILDER OR BROKERAGE, BUT ARE NOT DIRECTLY INVOLVED IN ANY OTHER ASPECT OF THE TRANSACTION, ARE ELIGIBLE ONLY WITH A VERIFIABLE LISTING AGREEMENT. VOLUME CREDIT WILL NOT BE GIVEN TO AGENTS WHO ARE NOT THE VERIFIABLE PROCURING CAUSE AS NOTED ABOVE ON THE SALE OF A PROPERTY OR PROJECT.

If a New Homes subdivision has more than one Sales Manager (site-agent) and the compensation is shared, each agent will receive volume credit in the same proportion as the shared compensation was distributed. Example: if two agents divide \$1,200 -- \$800 to agent A and \$400 to agent B, the volume credit is divided with 67% of the sales price to agent A and 33% to agent B.

#### **VII. COMMERCIAL LEASES**

In the case of Commercial lease, the gross rental value of leases commencing during the calendar year qualification period, up to a maximum of ten (10) years, will count toward VOLUME. (Example: If a 10,000 square foot warehouse, renting at \$2.00 per square foot per year is leased for a term of five years, the Allowable Leasing Volume would be \$100,000. If that same warehouse were listed and leased by the sales agent, the Allowable Leasing Volume would be \$200,000).

Leases shall count in the year in which lease commences. For example: If a lease is written in 2021 to commence in 2022, the lease will not count for the 2021 qualification period, but if the tenant does in fact move in 2021, the lease will count in that year. Should the lease never commence, as where a shopping center is leased but is never constructed, then the lease shall not count towards membership in any year.

In determining allowable leasing volume, commercial leases will be counted up to a maximum of ten years. In other words, if a lease is for a firm term of fifteen years, only the first ten years will count toward membership in the year in which the lease commences. By a firm term, it is meant that if a lease has a five-year option, the option will not count toward membership, either in the year in which the lease commences, or in the year in which the option is exercised. If the lease contains a cancellation clause (for example, after three years), only the firm non-cancelable portion will be allowed as a credit toward membership and the allowable leasing volume will be figured accordingly.

When a lease calls for a tenant to pay Real Estate taxes, etc. in addition to base rent, the value of that lease shall be determined by using the base rent only. Insurance, real estate taxes, etc., shall be omitted.

Dwellings of four units or less will be considered in the Residential category and dwellings of five units or more will be considered in the Commercial category.

#### **VIII. LIFE MEMBER, PWAR MILLION DOLLAR CLUB (ONE TIME AWARD)**

Recognition will be given to members who have attained membership in PWAR's *Million Dollar Club* for ten or more qualification periods (consecutive or non-consecutive). An appropriate certificate and/or plaque (if purchased), will be awarded to each life member. An appropriate plaque will be awarded complimentary for each 20, 25 and 30-year TOP PRODUCER SILVER member.

#### **IX. LIFE MEMBER, PWAR TOP PRODUCER (ONE TIME AWARD)**

Recognition will be given to members who have attained membership in PWAR's *Top Producer Awards* for five qualification periods (consecutive or non-consecutive). An appropriate certificate and/or plaque (if purchased), will be awarded to each life member.

#### **X. ADDITIONAL RULES AND GUIDELINES:**

If a Broker makes a change to submitted volume (whether within their own office or with another brokerage), the reason for the change must be put in writing, clearly outlining the facts and reason for the change, and must be supported by any material documentation related to the circumstances. This information must be submitted to the Awards Group at the time of application or upon request during the awards application review process. The Awards Group will evaluate the information submitted by all individuals involved in the

change in volume and promptly render a decision that is most adequately and accurately supported by the rules/regulations of the awards program. All brokers involved will be notified in writing of the final decision.

In the event a "member" transfers from one PWAR-Broker to another PWAR-Broker, all transactions made and settled in the contest period shall be counted. If the qualified "member" has transferred from the firm on one PWAR-Broker during the qualification period, the plaque will go to the firm with which the "member" is associated as of December 31st.

When a member sells his/her own listing a separate entry must be made for the listing and sale. The FULL sales price (sales and listings for Residential and Commercial) will be credited toward VOLUME. When a Residential or Commercial member sells his/her own listing, the FULL SALES PRICE (AND APPLICABLE POINTS) MAY BE COUNTED TWICE FOR ALLOWABLE VOLUME. Example: If a \$60,000 property is listed and sold by the same sales agent, the Allowable (Listing) Volume would be \$60,000 and the Allowable (sales) Volume would be \$60,000, for the total Allowable Volume of \$120,000. However, if you were a co-lister and sold your own co-listing, your Allowable (listing) Volume would be \$30,000 and the Allowable (Sales) Volume would be \$60,000 for the Total Allowable Volume of \$90,000.

Where a referral fee of 33% or more of the total brokerage has been paid for a prospect, the selling/listing member shall receive applicable credit based on the final sales price. (Agent A refers listing to Agent B; Agent A pays Agents B 33% referral fee; Agent A's allowable volume is 67%). (These do not apply to relocation referral fees.)

Relocation fees of less than 33% total brokerage earned strictly for referring out shall not count and no volume will be granted. Finder's fees, such as those paid on new homes, shall count toward volume and the member receiving the fee may count 100% of the sales price for volume. In the event of forfeiture, no credit will be given to volume, transaction or points.

In cases where a property is taken in trade/guaranteed sale or guaranteed trade, no credit will be given to volume, transaction or points and cannot be counted until the property is sold and settled.

Exchanges (trading equity) will be considered for qualifying purposes and will be reviewed on an individual basis. Appropriate documentation must be submitted with the application.

Roll-overs /Contract Owner. Defined as buying property for resale, your own portfolio as an investment, or to hold temporarily for an investor will not be considered for award purposes unless title to the property is taken (i.e. deed recorded.) However, Contracts for Deed that settle are acceptable.

#### **XI. FINAL APPEAL GUIDELINES**

PWAR REALTOR® member may request an appeal on any production and/or awards category decision to the Board of Directors once all efforts and/or appeals through the Awards Committee have been exhausted.

All appeals must be submitted in writing and shall include all pertinent facts relating to the appeal including but not limited to the following:

- All changes/decisions made by the Top Producer Awards Task Force that are being appealed.
- Supporting documentation such as listing agreements, contracts and settlement statements.
- Name, address and phone number(s) of all agents, brokers and other parties involved.

A written statement outlining the facts as seen by the appealing party and any other information that may be requested by the task force or Board of Directors during the appeal process. The PWAR Board of Directors, at their discretion, will determine as to whether an appeal is warranted. All requests for an appeal shall be requested no later than March 30 of the calendar year in which the committee made the award decision.

Should the appeal process go beyond the date of the annual Top Producer Awards Ceremony, the REALTOR® member will be presented with the award(s) determined by the task force and may be substituted at a later date

should the committee's decision be overturned by the Board of Directors. All decisions relating to appeals shall be delivered in writing.

Any decisions that relate to the following are to be appealed directly to the Awards Committee and are not subject to an appeal to the Board of Directors. Any decisions relating to the following matters shall be made solely by the task force and all decisions shall be final.

- Failure to follow instructions
- Application deadlines
- Refusal to allow the committee to complete an application review in the broker's office

## **XII. USAGE OF PWAR DESIGNATIONS IN ADVERTISING**

Proper usage of PWAR Award Designations in Advertising is printed below for your information and compliance by all PWAR members.

WHEREAS, the Code of Ethics of the NATIONAL ASSOCIATION OF REALTORS® provides that REALTORS® should seek no unfair advantage over other REALTORS®, that they shall avoid exaggeration, misrepresentation, or concealment of pertinent facts; and shall be careful at all times to present a true picture in their advertising to the public.

THEREFORE, BE IT RESOLVED, that each REALTOR® member of this Association, recognizing their responsibility in the administration and conservation of interests committed to them, and conscious of the confidence reposed in them, pledges that they will observe and comply with those rights and responsibilities relating to the following problem areas in advertising of REALTOR® Association of Prince William awards (including business cards.)

PWAR Awards shall, when used in advertising, be identified in the following manner, specifying the last year in which the award was earned:

- a) PWAR Top Producer Silver, 2022*
- b) PWAR Top Producer Gold, 2022*
- c) Life Member, PWAR Top Producer Silver*
- d) Life Member, PWAR Top Producer*
- e) PWAR Top Producer Silver Team 2022*
- f) PWAR Top Producer Gold Team 2022*
- g) Life Member, PWAR Top Producer Silver Team*
- h) PWAR Top Producer Gold Team*
- i) 2022 PWAR REALTOR® of the Year, etc.*

EXCEPTION: PWAR Life Member and those recipients of current award.

Recipients of PWAR Awards shall, when used in advertising, be at all times sensitive to misrepresentation when more than one REALTOR® member is a recipient of the same award. Example: "Number One Real Estate Agent" when, in fact, the agent is a recipient alphabetically with all other recipients.

PWAR Members and Member Firms may advertise the names of recipients of PWAR awards once they have been notified by the *Awards Group* of their acceptance of a *Top Producer Award*.

Any award levels earned under the previous criteria is deemed grandfathered and can be used in any advertising media. Example: Life Member, PWAR *Top Producer*; Member, PWAR *Top Producer* – 2022.

NOTE: The above rules for advertising by PWAR REALTOR® members were prepared by the REALTOR® Association of Prince William, Inc. *Awards Group* and adopted by the REALTOR® Association of Prince William, in 2022.

## **AUDIT & VERIFICATION OF APPLICATIONS**

PWAR reserves the right to review any application for inaccuracies or misrepresentations of credit. PWAR Awards Group members may also audit all the applications from any office where another agent has been found to have submitted an inaccurate or false application. Brokers should carefully review all applications prior to attaching their signature and

claiming that they have seen and know the documentation to be true. Submission of any information not directly or wholly attributable to the applicant in any category or the submission of an entry without the signature of the applicant and the certifying Broker(s) or Sales Managers(s) may lead to possible disciplinary action by the Association.

Upon review of the supporting documentation, any discrepancies may cause further review of all candidates in said office. All candidates for membership shall cooperate with the Awards Group and provide the Group with the appropriate supporting material to substantiate the application within five (5) days. By way of example, but not limited to, such support material may be in the form of original listing forms, contracts, settlement sheets, company case sheets, commission disbursement records, documentation verifying commission splits, and such other evidence to substantiate the application as deemed necessary by the Awards Committee in its sole discretion. Upon review of the supporting documentation, the Awards Group will make the final determination of the appropriate award category.

A failure on the part of any applicant, Principal Broker and/or Sales Manager to promptly and fully cooperate with the Awards Group in connection with its review shall result, in the sole discretion of the Awards Group, in the disqualification of the applications.

**BEFORE SUBMITTING, VERIFY YOUR PACKAGE CONTAINS THE FOLLOWING:**

1. Application – Must be submitted ELECTRONICALLY
2. Bright MLS Agent Combined Sales & Listing Report - Submit Bright MLS printed Sales Reports with additional explanation as necessary. Number and initial each page.
3. Teams MUST submit all reports together in one application; include names of each participating team member with each individual production report.

For Clarification of any of the information contained herein, please contact Mica Holden to be connected with one of the designated members of the PWAR *Awards Group*

**WHERE TO FILE**

**Online:** [Please submit your application online by clicking here.](#)

For any questions please contact [mica@pwar.com](mailto:mica@pwar.com)