

# TOP PRODUCERS APPLICATION FORM

Amelia Island Nassau County Association of REALTORS® (**Due on January 7, 2016**)

APPLICANT NAME: \_\_\_\_\_

**Name** for **Certificate**: \_\_\_\_\_

TEAM / PARTNERSHIP NAME (If applicable): \_\_\_\_\_

List Team/Partnership Members: \_\_\_\_\_

BROKER: \_\_\_\_\_ COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Effective date of Membership: (Prior to Jan. 1, 2015- year only; if after Jan. 1, 2015 exact date)

**NOTICE: ALL MEMBERS...Brokers, Broker-salesperson, Managers, Company Owners and Sales persons with personal production are eligible for membership.**

VOLUME OF CLOSED TRANSACTIONS FROM JANUARY 1, 2015 TO DECEMBER 31, 2015:

(Do not include sales made prior to date of Association membership).

\$ \_\_\_\_\_

The following must be complied with in order to qualify as a member of the Top Producers:

1. A \$15.00 membership fee must accompany this application.
2. Attach list of real estate sold including date, sales price and MLS number.
3. Sales may be commercial, residential, including vacant land.
4. A credit in the amount of the sale price of the property shall be granted the listing sales person and a credit in the amount of the sales price of the property shall be granted the selling sales person. However, in case the listing and selling sales person are the same person a credit equal to 200% of the sales price shall be given.
5. In the event more than one associate is involved in either the listing or selling of a property, the credit will be allocated in the same proportion as the listing or selling commission.
6. Give total sales.

**I also agree to the establishment of fees for membership, provided such fees are reasonable and do not exceed my pro-rata share of actual expenses incurred for plaques, recognition dinners, and advertising matters related to Top Producers. I hereby release the Amelia Island Nassau County Association of REALTORS® from any and all liability in connection with the use of my name in Association advertising of TOP PRODUCERS.**

**I (do\_\_\_ or do not \_\_\_) desire to have my name advertised to the public for attaining TOP PRODUCER Status.**

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

**I certify that the above information is correct.**

**Enclosed is my check in the amount of \$15.00 payment for the above membership.**

DATE: \_\_\_\_\_

\_\_\_\_\_  
Broker's Signature

# AMELIA ISLAND NASSAU COUNTY ASSOCIATION OF REALTORS®

## TOP PRODUCERS RULES & REGULATIONS

### I. MEMBERSHIP REQUIREMENTS:

**A. Eligibility.** Any REALTOR member in good standing (dues paid) of the Amelia Island Nassau County Association of REALTORS® is eligible for membership.

**B. Newly Licensed Agents.** Only transactions closed after the effective date of membership in the Association shall count as Million Dollar Volume for that year. If an associate changes brokers during the qualifying year, credit will be given for sales volume under both brokers, provided all other membership requirements are met.

**C. Qualifying Year.** A qualifying year shall be the calendar year beginning Jan. 1 and ending Dec. 31.

**D. Application.** An application must be submitted on the official form provided by the Association on or before January 6<sup>th</sup> of the year following the qualifying year. In order to qualify, all sales and listings, including non-MLS participant transactions, must be entered by the REALTOR® into the NCMLS by January 5th. Verification for leases should accompany the application.

**E. Sales Volume.** 1) Applicant must have been the listing or selling agent in excess of THREE million dollars of closed commercial or residential sales and/or leases during the qualifying year.

2) Method of Computing Sales Volume. A credit in the amount of the sales price of the property shall be granted the listing sales person and a credit in the amount of the sales price of the property shall be granted the selling sales person. In case the listing sales person and selling sales person are the same person, a credit equal to 200% the sales price shall be granted. In the event more than one associate is involved in either the listing or the selling of a property, the credit will be allocated in the same proportion as the listing and selling commission was paid. A credit in the amount of the sales price of the property shall be granted to the selling sales person in a Non-MLS Member sales. A credit in the amount of the sales price shall be granted to the selling sales person for new construction (builder) sales.

3) Applicant will also qualify if they have had **at least 12 closings during the qualifying year.**

**F. Partnership or Team:** Partnerships and Teams are where one primary sales professional has a licensed assistant(s) doing non-clerical Real Estate functions and *production numbers* are derived *from the work of more than one licensed sales professional*. Qualification levels will be in the same manner as individual applicants. There will be only one award presented in the name of the Partnership or Team.

**G. Ownership in Sale.** No listing or sales credit shall be awarded to a sales person who has an ownership interest in the property sold.

**H. Recognition Year.** Persons qualifying for Top Producers shall be recognized as such only during the year following the qualifying year, and publication of the fact he/she is a member must designate the year in which he/she qualified. Publication of the fact that a person qualified for membership shall be limited to those methods authorized from time to time by the Association.

### II. COMMERCIAL SALES.

**Commercial Sales.** Commercial sales will be treated in the same manner as residential sale.

**III. Leases.** Credit for leases shall be the amount of the gross aggregate rental called for in the original term of the lease. \* Credit shall be allowed for renewals, expansions and exercise of options for renewals, but only upon actual renewals for the year in which such new term begins. If a lease allows either party to terminate prior to expiration date, credit shall be limited to the first date either party has the right to terminate. If a lease contains an option to purchase at any time during the lease, and the option to purchase is exercised, then additional credit may be claimed in the year of closing in the amount of the difference between the purchase price and the credit previously claimed.

### IV. ESTABLISHMENT OF TOP PRODUCERS.

**A. Application Review.** All applications will be reviewed, verified and approved by a subcommittee of the Communications Committee and brought before the Board of Directors of the Amelia Island Nassau County Association of REALTORS® for final approval on or before the regular January Directors Meeting each year.

**B. Rules Change.** The Communications Committee shall be responsible for any changes in the rules and regulations of Top Producers, subject to approval by the Board of Directors.

**C. Fees.** The Communications Committee may establish any fees necessary to be paid by the applicant at time of application for membership, except that such fees shall not exceed the member's pro-rata share of actual expenses incurred for plaques, pins, recognition dinners or advertising matter related to Top Producers.

**V. Incomplete Applications.** All incomplete applications will be returned.