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AWARDS FOR EXCELLENCE

GUIDELINES AND REQUIREMENTS For transactions in calendar year 2025, Board Approved on March 13, 2025

Concept and Purpose

The concept of the program is to recognize REALTORS® that have achieved a level of excellence in their prospective markets. The purpose is to provide a vehicle for recognizing outstanding professional performance on an annual basis, utilizing a uniform criterion.

Eligibility

To participate in the program REALTORS® must be in good standing with the North Central Board of REALTORS® at the time the transactions occurred and at the time of application for the award. The applicant's primary member board **must verify all submissions**.

Deadlines

In an effort to streamline and add continuity to the program throughout the membership, the following deadlines and eligibility shall be adhered to for all wishing to participate in the NCBOR Award for Excellence Program.

Member Board Awards Committee

The President Of the NCBOR Board shall appoint an Awards for Excellence Chairman. The Chairperson/or President shall appoint a minimum of three committee members. Its function will be to remind the membership of applicable deadlines and to distribute the application forms.

The AFE Committee will compile all applications, verify data and determine appropriate award recognition. The Committee Chairperson or another committee member shall

initial each application as proof the application has been reviewed and approved by the local Award for Excellence committee.

The application forms are to contain the signature of the applicant's broker. If the applicant has had more than one broker during the year, a separate application form is to be submitted for each broker. If the previous broker is not cooperative, the Committee Chair shall verify the production with the MLS and initial in the broker's place.

During the review process, committee members shall not review applications from their own office or company.

If the committee encounters an application that they feel is misrepresented in any way, **they shall immediately forward the application with an explanation as to the grievance to the North Central Board of REALTORS® (NCBOR).** The NCBOR will determine the validity of the grievance and will determine the appropriate course of action, if any.

The following shall be included on the summary list:

- The applicant's name (individual or team)
- The applicant's principal broker's name
- The applicant's company name
- The category and level in which the applicant is eligible
- The applicant's mailing address and telephone number
- Any REALTOR® designations the applicant may hold

Fees

Currently there are no fees required of the AFE recipient's

Methods of Attainment

- REALTORS® may apply as an individual or as a team. An individual applicant is one who consummated the transaction without the aid or involvement of any other licensed REALTORS®. Transaction coordinators and licensed assistants who do not appear on the contracts do not constitute a violation of the individual

requirement, as long as said assistant or coordinator is not advertising themselves as an award recipient, or appearing in any of the advertising for the application throughout the year. (See “Team Requirements” section for definition and rules for team applicants).

- **Only one (1) award will be given per applicant.**
- Individual and/or Team Categories are as follows:
 - (1) Volume
 - (2) Property Management
- **Individual Applicants**
 - Must have collectively closed a combination of a minimum of 12 selling and/or listing sides totaling at least \$1,500,000 during the given calendar year.
- **Team Applicants**
 - Must have collectively closed a combination of a minimum of 14 selling and/or listing sides totaling at least \$1,500,000.
 - A team applicant must have, during the given calendar year, closed a minimum of:
 - Teams of Two – 14 Combined Sides
 - Teams of Three – 21 Combined Sides
 - Teams of Four – 28 Combined Sides
 - (add seven sides for each team member added)
- **Team Requirements**

A team is defined as two (2) or more licensed REALTORS® that work together to collectively complete multiple transactions over the course of the calendar year. These REALTORS® must present themselves as a team to the public and to other REALTORS®. **They must advertise as a team, must solicit business as a team and not as individual agents.**

All team members must be identified as part of the team no later than the 1st quarter of the year to have their production counted for the team.

 - For a team applicant, the transmittal to NCBOR will specify the official team name (such as “John Doe Team” or the “ABC Realty Team”), the names of all members of the team, and the team leader’s name.
 - All team members shall advertise their awards status as a team member and shall not imply that they are an individual winner of any particular status. (i.e.:

If Jane Doe qualified as a Diamond level in the volume category as a member of a team of three, all advertisements shall say “Diamond Level, Volume Category, Doe Team, year qualified).

- All team members must be identified on the application.
- Transactions that are completed as an individual agent prior to becoming a team cannot be counted towards the team application.
- Should a team split during the year all transactions prior to the split may not be counted as individuals.
- All team members counted as one (1) applicant.
- Members of a team may not break out for individual recognition.
If requested, teams shall provide proof of one of the following:
 - Advertising for each quarter of the calendar year under consideration.
 - A letter from the board President or Award for Excellence committee chairperson verifying team status.

Policy & Procedures

The application must be presented using the approved North Central Board of REALTORS® (NCBOR) form. The form is available on the North Central Board of REALTORS® / Mountain Home MLS website, <https://ncbmh.paragonrels.com/>

All applications must include supporting documentation that reflect agent participation in transactions.

Supporting Documents to include:

- The Awards For Excellence (AFE) Spreadsheet (filled out in date order) and the MLS sheet or other documentation should be marked with the corresponding number on the AFE Spreadsheet. If the application is not in date order it will be returned to the award applicant.
- Additional information to be provided either for an individual or a team: date of closing; property address; MLS#; selling price; listing agent; listing agency; sales agent; sales agency; \$ amount agent receives from the listing side, \$ amount agent receives from the selling side, % of credit for the transaction (one side

100%, two sides 200%, or a portion of a side 50%), total volume recognized for this transaction.

- Non-MLS transactions must be accompanied by a signed settlement statement, and the signature page of the contract (or page two of the counter) showing all parties to the transaction.
- Falsifying agent sales figures or “sharing” of transactions by reassignment in the MLS to agents who were not a party to the transaction is **STRICTLY PROHIBITED** and will be cause for immediate disqualification for all parties involved in the fraudulent application.
- Application packet should include: the AFE Spreadsheet; the Award for Excellence Application Form whether for Individuals or Teams; the first two pages of each MLS; for non-MLS sales the appropriate the file must include the settlement.
- The date on the settlement statement is considered the date of the closing.
- Referral fees are not considered a transaction and are not allowed to be counted towards volume totals.
- Applicants with dual licenses are allowed to count sides to which they are a party from the **bordering states** in which they are licensed, excluding referrals.
- Only one (1) state award allowed per applicant.
- Applicants may participate with their **PRIMARY BOARD ONLY**, regardless of how many boards they belong to.
- There are only two (2) sides to a transaction: the selling side and the listing side.

Levels of Achievement

The Award for Excellence will have seven levels of achievement, as set forth in these Guidelines and Requirements. The levels of achievement are:

- Level 1: Bronze and Team Bronze
- Level 2: Silver and Team Silver

- Level 3: Gold and Team Gold
- Level 4: Platinum and Team Platinum
- Level 5: Diamond and Team Diamond
- Level 6: Double Diamond and Team Double Diamond
- Level 7: Triple Diamond and Team Triple Diamond

VOLUME CATEGORY :

Volume is a combination of sales & listings. The individual applicant must have collectively closed a combination of a minimum of 12 selling and/or listing sides totaling at least \$1,500,000 during the given calendar year. Teams must have collectively closed a minimum of a combination of 14 selling and/or listing sides totaling at least \$1,500,000 during the given calendar year.

VOLUME AWARD LEVELS

LEVEL	AMOUNT
Bronze	\$1,500,000
Silver	\$2,000,000
Gold	\$3,500,000
Platinum	\$5,000,000
Diamond	\$7,000,000
Double Diamond	\$14,000,000
Triple Diamond	\$21,000,000

To claim both sides of the transaction, the agent must provide proof of participation in transactions.

Each side will count as 100% of the actual closed sale and purchase price (unless the listing/sale is shared with another individual or team, then each applicant will only get 50% of that side).

PROPERTY MANAGEMENT CATEGORY

The Property Management Award will be given by calculating **ONLY** lease volume with a minimum of 12 transactions for individuals and 14 for teams.

Lease volume will be figured based on beginning date of lease (monthly lease dollar amount multiplied by number of months leased). Lease volume for award purposes will be determined by the beginning lease date, (even if original lease runs for several years). Property Management volume will be for the total length of the lease and will be used as a side on the year the lease was written. To count a lease as a side, each lease length must be a minimum of six (6) months.

EXAMPLE: 123 Street, Newtown, Arkansas, Tenant signed a 1-year lease beginning May 1, 2022 and ending April 30, 2023 at \$750.00 per month.

Property Management Volume would be calculated:
 $12 \times \$750.00 = \$9,000$ on year lease was signed.

This side **may not** be used the next year for credit because it is the same lease and the REALTOR® has already received credit for it, nor may the lease be split up or divided for multiple years.

However, if tenant signs a new lease when the current lease ends this is considered a new side and the REALTOR® may use for credit on the next property management submission.

PROPERTY MANAGEMENT AWARD LEVELS

LEVEL	AMOUNT
Bronze	\$250,000
Silver	\$500,000
Gold	\$1,000,000
Platinum	\$1,800,000
Diamond	\$3,000,000
Double Diamond	\$6,000,000
Triple Diamond	\$9,000,000

If MLS has lease information, attach MLS sheet to application to verify transaction credit, or if MLS is not available, attach a copy of the pages of the executed leases containing address, terms, amount & the signature page. Only the first and last pages of the lease agreement showing signatures and lease date are needed.

To claim both sides of the transaction, the agent must provide proof of tenant representation.

No residential or commercial sales will be considered.

Advertising and Promotion

The individual applicants or team applicants may advertise their level of achievement for the current year only upon receipt of authorization from the North Central Board of REALTORS® (i.e. if you received a diamond award for current calendar year, all advertisements must only reference the award for that year).

The North Central Board of REALTORS® will design logos specific to the levels of achievement of the individual or team. The appropriate logo shall be used in all advertising, promotion, and representations to the public. No other logo will be allowed in connection with the NCBOR Award for Excellence.

The Board may arrange for local publicity for its members that participate in the Award for Excellence program in the manner deemed appropriate by the board. The cost of such publicity and recognition will be the responsibility of the board for its members. The board, in its publicity, shall use the phrase "Certified by the North Central Board of REALTORS®."

All team members shall advertise their awards status as a team member and shall not imply that they are an individual winner of any particular status. (i.e.: If Jane Doe qualified as a Diamond level in the volume category as a member of a team of three, all advertisements shall say "Diamond Level, Volume Category, Doe Team, year qualified).

The use of the Award for Excellence program name and guidelines for any other award program is strictly prohibited.

The North Central Board of REALTORS® shall publicize the participants in the Award for Excellence program with no less than the following recognitions:

- Each participant will be issued a certificate through the member board to be presented at the board's discretion. The year shown on the certificate will be the year of the transactions occurred. Only one certificate will be awarded and that will be for the highest award qualified for. Certificates will distinguish between individual and team participants in a manner established by the North Central Board of REALTORS®

Failure to abide by these guidelines and requirements may result in disqualification of the company and/or the individual(s) involved for the current and/or following award year.

For your reference, FAQ's are available on the North Central Board of REALTORS® / Mountain Home MLS website,

<https://ncbmh.paragonrels.com/>

(End of Guidelines and Requirements)