



2014 NJAR® CIRCLE EXCELLENCE SALES AWARD® APPLICATION

Completed applications — application form, online payment receipt & supporting documents — are due to applicant's local board/association no later than close of business on January 9, 2015. NO EXCEPTIONS.

TO APPLY:

1. Complete the 2014 application. Applications should be typed, then printed or legibly handwritten. To complete your form online, go to the library at njarforms.com.
2. Complete the calculating form using the **Dollar & Unit** (transaction value and quantity) or **Strictly Unit** (transaction quantity) method. Fill in the full dollar amount and units in the final tabulation section.
3. Compile your supporting documents for each transaction you claim. Verification materials should be placed in the order in which the properties appear on the application. Highlight the property name and transaction amount. Please provide the following:

MLS TRANSACTIONS — SALES

Full MLS printout of each compensated transaction closed.

Note: If there is conflicting or unclear information between the MLS printout and the application, additional documentation may be requested.

NON-MLS TRANSACTIONS — SALES/RENTALS

Copy of listing agreement if being taken as a listing unit.

Proof of compensation — commission check or stub issued from brokerage firm to applicant and/or a company transaction summary report. Check or stub must contain property address and name of applicant.

RENTALS

Proof of compensation — commission check or stub issued from brokerage firm to applicant and/or a company transaction summary report. Check or stub must contain property address and name of applicant. If Rental is in the MLS, provide the full MLS printout.

4. Compile supporting documents for each industry unit (non-sales related REALTOR® association activities) you claim, if any.

Maximum of three can be claimed.

RPAC CONTRIBUTION

A voluntary minimum \$100 investment in RPAC in 2014*(see bottom of page 8). Investment must be received by applicant's local board/association no later than **Monday, September 22, 2014**. Only one unit is allowed for an RPAC investment.

COMMITTEE SERVICE

Serving as an active member of a committee, on the board of directors or in a leadership position for your local, state, or national association, or on an MLS committee. One unit earned per committee/position.

NAR DESIGNATION

Obtaining any of the following NAR recognized designations in 2014: ABR, ABRM, ALC, CCIM, CIPS, CPM, CRB, CRE, GAA, GREEN, GRI, PMN, RAA, SRES, SIOR. One unit earned per designation.

5. Submit completed application, items A-D, to your **primary local board/association** no later than closing time on **Friday, January 9, 2015. NO EXCEPTIONS.**
 - a. **Application form:** Pages 3 - 8. Pages 6 - 8 must be signed and initialed where indicated.
 - b. **Proof of payment:** Fee must be paid online via credit card or electronic check **ONLY. Online payments must be made by 5 p.m. on January 9, 2015.** You must attach a copy of your receipt to the front of your application. To pay, please log in to your account on njar.com using the "Log In" button on the top right side of the screen. Once logged in, click "My Account" on the top right. Then, click the NJAR® Circle of Excellence® logo, which will take you to the order screen. You will be charged the full amount at the time of payment. Should your application be declined, your payment will be refunded in March 2015.
 - c. **Industry unit verification material:** Please provide the required supporting documents for each industry unit you claim (described above in step 4).
 - d. **Transaction verification material:** Please provide the required supporting documents for each transaction you claim (described above in step 3).

IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT TO ENSURE THE ENTIRE COMPLETED APPLICATION IS IN THE LOCAL BOARD/ASSOCIATION OFFICE NO LATER THAN CLOSING TIME ON FRIDAY, JANUARY 9, 2015. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ELIGIBLE FOR THE AWARD. NO APPLICATION WILL BE ELIGIBLE UNLESS ALL REQUIRED MATERIALS OUTLINED ABOVE ARE SUBMITTED TOGETHER, ON TIME. **NO EXCEPTIONS.**

Method	Bronze	Silver	Gold	Platinum
Dollar and Unit	\$2.5 Million and 15 Units Minimum	\$6.5 Million and 20 Units Minimum	\$12 Million and 25 Units Minimum	\$20 Million and 30 Units Minimum
Strictly Unit	30 Units	70 Units	90 Units	125 Units

METHODS OF WINNING:

DOLLAR & UNIT: Achieving bronze, silver, gold or platinum in gross sales, listings and/or leases by dollar amount and quantity of transactions.

Sale = one unit & full dollar amount of transaction

Listing sold = one unit & full dollar amount of transaction

Rental (one year or more) = gross value of the rental agreement* & one unit

Rental (less than one year) = gross value of rental agreement*, quantity of 20 equals one unit.

**Multiply number of months specified in rental agreement by the monthly rental amount*

STRICTLY UNIT: Achieving bronze, silver gold or platinum in gross sales, listings and/or leases by quantity of transactions.

Sale = one unit

Listing sold = one unit

Five long-term rentals (one year or more) = one unit

20 short-term rentals (less than one year) = one unit

RULES & REGULATIONS:

1. All transactions must conform to the rules of the respective MLS.
2. Applicant must be a REALTOR® or REALTOR-ASSOCIATE® in good standing. An applicant who has not been a NJAR® member for the entire year (2014) must indicate date of membership on the application.
3. The NJAR® Circle of Excellence Sales Award® is an **individual** award. If two or more agents have shared a transaction where each agent contributed toward the sale, regardless of the precise division of labor or commission paid, the unit and dollar value must be divided by the number of agents sharing the transaction (1/4, 1/3, 1/2). Below the property address in the calculating form, in addition to the applicant listing his share of the dollar value/unit of the transaction, indicate the total dollar value and the cooperating associate's name and his share of the dollar value/unit. Each member of a team must submit an individual application, but they must all be submitted together for review. Full documentation is required for all team transactions and must be attached to each individual application showing the individual share of the unit and dollar value.
4. List transactions by MLS#. If there is no MLS#, write "none."
5. Referrals may only be counted by the person concluding the sale or listing, not the referring agent.
6. All government-owned properties (including HUD and VA) without a signed, valid listing agreement will receive a sales unit only.
7. New homes and FSBOs not listed by the applicant are eligible for the sales side of the unit. To earn a listing unit, a signed, valid listing agreement must be obtained for each individual property. A "blanket listing" on a subdivision tract is not sufficient to receive a listing or sales unit on each home subsequently developed within that tract unless each lot and block or unit number is in the listing agreement. Each home built must have a separate sales contract in order to qualify for a sales unit. Garage rental/park/boat slip/storage space cannot be taken for units or dollar value. Commercial property is valued the same as residential.
8. A listing or sale may not be accepted unless the compensation for each transaction closed is paid through the applicant's brokerage at the time of the respective sale. A valid listing agreement must have been in place to count for a listing unit. The purchase or sale of your own home must also meet these criteria.
9. Out-of-state transactions are eligible for a unit if the sale and/or listing is contained within a state contiguous to New Jersey.
10. If an applicant was affiliated with more than one firm during 2014, all transactions from the year may be counted, provided the current broker signs off on all the transactions.
11. All applications become property of NJAR® and will not be returned.
12. Rentals:
 - a. Rentals of one year or more (long-term) may be counted for a unit the same as sales. One unit for rental listing, one unit for rental lease; two units for lease of your own listing.
 - b. 20 short-term rentals equal one unit when using Dollar & Unit or Strictly Unit method. When using Dollar & Unit method, rentals of less than one year (short-term) may be counted for dollar value in Section II and III on pg. 4. When using Strictly Unit method, five long-term rentals equal one unit and long- or short-term rental units can be claimed in Section IV and V on p. 5.
 - c. Leases of one year or more are counted for the entire term of the lease if the lease commenced between Jan. 1, 2014 – Dec. 31, 2014.
 - d. A lease or rental is considered a closed transaction the date the lease/rental commences, not the signed date of the agreement or occupancy.
 - e. Rentals must have a valid rental listing agreement to receive a listing unit.

NJAR® Distinguished Sales Club recognizes members who have achieved the NJAR® Circle of Excellence® for 10 years or more, not necessarily consecutively. To apply, submit the NJAR® Distinguished Sales Club application (separate from this form, available at njar.com/story/93), as well as an online payment receipt of the \$35 fee to your primary local board/association by January 9, 2015.

For a list of regional representatives to answer questions regarding the application, visit njar.com/story/93.

2014 NJAR® CIRCLE OF EXCELLENCE SALES AWARD® APPLICATION

Due to applicant's local board/association no later than close of business on January 9, 2015. NO EXCEPTIONS.

Applicant Information:

Name (as it appears on your Real Estate License): _____

NRDS #: _____ Firm Name: _____

Firm Address: _____
(Street Address) (City) (State) (Zip Code)

Office Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Primary Local Board/Association (NOT MLS) _____

Dates of Membership (if you have not been a NJAR® member for all of 2014): _____

Award Order Info:

Method	Bronze	Silver	Gold	Platinum
Dollar and Unit	\$2.5 Million and 15 Units Minimum	\$6.5 Million and 20 Units Minimum	\$12 Million and 25 Units Minimum	\$20 Million and 30 Units Minimum
Strictly Unit	30 Units	70 Units	90 Units	125 Units

FINAL TABULATION:

	UNITS	DOLLAR VALUE
Section I – Industry Units		
Section II – Closed Sales/Rentals		
Section III – Closed Listings/Rentals		
Section IV – Long-term Rentals		n/a
Section V – Short-term Rentals		n/a
TOTAL		

I am eligible for the following award (check only one):

- ☐ Bronze
☐ Silver
☐ Gold
☐ Platinum

Please check off item(s) being ordered. *Note: You cannot order a plaque & plate — plaque comes with plate attached.*

- ☐ Plaque w/plate attached (\$45)
☐ Plate (to be attached to previously ordered plaque (\$25)
☐ Certificate (\$25)

NRDS #: _____

Section I - Industry Units

INDUSTRY UNIT TYPE (pg. 2 for description)	# of UNITS
\$100 RPAC investment	
Committee participation	
NAR designations earned in 2014	
TOTAL (maximum of 3)	

CALCULATING FORMS | Categories: Sales = S | Listings = L | Rentals = R

Notes: Photocopy if more space is needed. If using Strictly Unit method, leave Dollar Value column blank. A sale of your own listing may be counted once in Section II and again in Section III

Section II – Closed Sales/Rentals – one unit per transaction

[illegible]

Section III – Closed Listings/Rentals – one unit per transaction

[illegible]

NRDS #: _____

CALCULATING FORMS — Strictly Unit Method

Section IV- Long Term Rentals — Five Long-term rentals equal one unit

[illegible]

Section V- Short Term Rentals — 20 Short-term rentals equal one unit.

[illegible]

AFFIDAVIT

We, _____ the Applicant and _____, the Broker of Record/ Manager, being duly sworn according to law, upon our oath, set forth the following facts:

1. We certify that we have read the instructions, rules and regulations and pages 1 & 2, Advertising Rules #1 and #2 and the Explanations, Enforcement, Penalties, Statute of Limitations and Appeal Process which appear on pages 7 & 8 as well as the sanctions listed in #9 below, and are abiding by same;
2. All of the facts and information submitted in connection with this Application are correct and true;
3. The Applicant has completed and satisfied all of the requirements necessary to be eligible for membership as set forth in the instructions and rules in the Application;
4. We understand that, although participation in this Award is voluntary and information to document the Applicant's eligibility for this Award is submitted on a voluntary basis, no Award can be granted without satisfactory documentation to verify that the information in the Application is accurate;
5. We understand that the Application and the attached Calculating Form will be submitted for verification to the Applicant's PRIMARY LOCAL BOARD/ASSOCIATION OF REALTORS®, WHICH SHALL NOT BREACH THE CONFIDENTIALITY HEREIN TO ANY OTHER PERSON OR ASSOCIATION, except with regard to an appeal by the Applicant or to any information or statement that the Verification Committee or PRIMARY LOCAL BOARD/ASSOCIATION OF REALTORS® deems to be a misrepresentation made by the Applicant or Broker of Record/Manager concerning the Application, including but not limited to referring the matter to the Grievance and Professional Standards Committees and/or NJAR® referring the matter to the New Jersey Real Estate Commission;
6. We acknowledge and agree that any and all Applications, documents, data, papers and forms submitted or to be submitted in conjunction with this Application are the property of NJAR® and shall not be returned to the Applicant or Broker of Record/Manager;
7. We acknowledge that, in the event the Application is rejected for any reason or for no reason, or is revoked as set forth in paragraph 9 or pursuant to Advertising Rule #1 or #2 that is in effect when the violation occurred, we waive any right to file any and all claims for damages or other relief against NJAR® and/or our PRIMARY LOCAL BOARD/ASSOCIATION OF REALTORS®, including but not limited to their officers, directors, members and employees, (collectively the "Associations") and, if either or both of us file a lawsuit for any such claim against either or both of the Associations, we agree that the party (or parties) filing the lawsuit will pay all attorneys' fees and other costs incurred by the Association(s) if the Association(s) prevail in the lawsuit;
8. The Broker of Record/Manager signing below has reviewed all information submitted in connection with the Application and states it is correct and accurate.
9. Sanctions: We understand and agree that, if any information in or provided in support of the NJAR® Circle of Excellence Sales Award® Application is false or misleading, the Applicant will be disqualified from receiving the Award for the year for which the Application is submitted, as well as for the following two years.
10. We are aware, as Real Estate Licensees, we are subject to all of the provisions of the N.J.S.A. 45:15-17 of the New Jersey Real Estate License Law. We understand that we may be subject to penalty if any of the information submitted in connection with the Application is misrepresented, or if we engage in any conduct which demonstrates bad faith, dishonesty, fraud or unworthiness. The penalty may include suspension or revocation of our real estate licenses if a complaint is filed with the New Jersey Real Estate Commission.

Signature of Applicant: _____

Signature of Broker of Record/Manager: _____

Sworn and Subscribed To Before Me, A Notary Public Of The State Of New Jersey, This _____ Day Of _____, As To The Signature of the Broker of Record/Manager.

Signature of the Notary Public: _____
(Must be other than the Applicant or Broker of Record/Manager)

ADVERTISING RULES & ENFORCEMENT

Pages 7 & 8 must be initialed, signed and submitted with your fully executed application.

Note: All advertisements will be subject to the most current advertising rules of the New Jersey Association of REALTORS® in the current year's application regardless of when the award recipient last applied or received the award.

ADVERTISING RULE #1:

Neither you, the agency with which you are associated, nor anyone on your behalf or with your authorization shall in any manner advertise, publish or distribute prior to **February 1, 2015** that you are a recipient, qualified or eligible to receive the NJAR® Circle of Excellence Sales Award® for the year 2014.

You will receive notification from your primary local board/association as to the acceptance or rejection of your application by Jan. 23, 2015.

Advertising Rule #1 Enforcement:

The award is an individual award. In the event of any violation of Rule #1, regardless of who is responsible for the creation or submission of the paid or unpaid advertisement, promotions or any other item submitted for publication or distribution, including but not limited to, business cards, e-mails, newspapers, magazines, websites, social or digital media and any other item submitted for advertisement, publication or distribution, by you, a publisher, a broker, a manager, an assistant or anyone else on your behalf or with your authorization, NJAR® will enforce the respective penalties against you. A local board/association posting or otherwise advertising the award recipients to their respective members prior to the Feb. 1 deadline shall not be considered in violation of Rule #1.

Advertising Rule #1 Penalties:

First Violation: You shall be ineligible to receive the award for the year you applied (if you otherwise would have achieved the award) or for the following year (which you would have applied and achieved the award).

Second And Subsequent Violations: You shall be ineligible to receive the award for two years, which includes the year for which you applied (if you otherwise would have achieved the award) and the following year for which you would have achieved the Award. If you would not have otherwise achieved the award for the current year you applied, then you shall be ineligible for the next two years you would have applied and achieved the Award.

ADVERTISING RULE #2:

All advertisements, publications or distributions of items acknowledging your achievement of the award must contain:

- The year(s) the award was achieved (can be all years or any year(s) the award was achieved **AND**
- any of the following three names (or the NJAR® Million Dollar Sales Club when applicable—see below “Elimination of NJAR® Million Dollar Sales Club Advertising”) which must include NJAR® (or New Jersey Association of REALTORS®) at the beginning of the name:

NJAR® Circle of Excellence Sales Award® | NJAR® Circle of Excellence Award® | NJAR® Circle of Excellence®

Notes: It is optional to use the level of the award (bronze, silver, gold, platinum). If the level is used, you must use the correct level for each year you are advertising. Also, if an advertisement with the same violation already has been placed in a publication prior to receiving written notice and you cannot in good faith correct that advertisement, that advertisement shall be considered to be the same violation.

Advertising Rule #2 Enforcement:

This award is an individual award and, in the event of any violation of Rule #2, regardless who is responsible for the creation or submission of the paid or unpaid advertisement, promotions or any other item submitted for publication or distribution, including but not limited to business cards, e-mails, newspapers, magazines, websites, social or digital media and any other item submitted for advertisement, publication or distribution, by you, a publisher, a broker, a manager, an assistant or anyone else on your behalf or with authorization, NJAR® will enforce the respective penalties against you. A local board/association incorrectly posting or otherwise advertising the winners of the award shall not be considered in violation of Rule #2.

Advertising Rule # 2 Penalties:

Note: With regard to group advertisements, each individual included in the advertisement who does not comply with Rule #2 shall be deemed to have separately violated this rule and will be subject to the below penalties.

First Violation: \$100 fine. If you fail to pay the fine and correct the violation within 30 days of receipt of written notification, you automatically will lose the award for the last year for which you have achieved the award and will not be eligible to apply the following year for which you would have applied and achieved the award.

Second Violation: \$500 fine. If you fail to pay the fine and correct the violation within 30 days of receipt of written notification, you automatically will lose the award for the last year for which you have achieved the award and will not be eligible to apply the following year for which you would have applied and achieved the award.

Third and Subsequent Violations: \$1,000 Fine. If you fail to pay the fine and correct the violation within 30 days of receipt of written notification, you automatically will lose the award for the last year for which you have achieved the award and will not be eligible to apply for the award the following **two** years for which you would have applied and achieved the award.

Note: If you falsely advertise your achievement of the award, you will be ineligible the next year you apply (and would have achieved) the award.

PAYMENT OF THE FINE(S) IMPOSED IS A CONDITION OF THE INDIVIDUAL EVER APPLYING AGAIN FOR THE AWARD. ALL FINES MUST BE MADE PAYABLE TO THE NJAR® EDUCATIONAL FOUNDATION.

Examples Of How To Advertise Level(s) Of Achievement

- NJAR® Circle of Excellence Sales Award®, 2003-2005-bronze; 2002-silver; 2001-bronze; 2008-platinum
- NJAR® Circle of Excellence Sales Award® 2008 (no requirement to advertise you received the award in more than 1 year)
- NJAR® Circle of Excellence Sales Award® 2008, 2012-2013

Elimination Of NJAR® Million Dollar Sales Club Advertising

If you have achieved the NJAR® Million Dollar Sales Club (the prior award name) and the NJAR® Circle of Excellence Sales Award®, you may combine them to advertise both of those Awards as the NJAR® Circle of Excellence Sales Award® using one of the three approved names above, as well as the year the award(s) was achieved. You cannot jointly advertise them as only the NJAR® Million Dollar Sales Club.

Advertising The NJAR® Circle Of Excellence Sales Award® With Other Awards

If your agency advertises its own or any other award and the NJAR® Circle of Excellence Sales Award® in the same advertisement, it must clearly differentiate between the two awards so that each recipient of the NJAR® Circle of Excellence Sales Award® is clearly identified as provided in Advertising Rule #2. There cannot be any confusion in the advertisements concerning who received the NJAR® Circle of Excellence Sales Award® and who received a company or other award.

Statute Of Limitations On Advertising Violations

Advertisements received by NJAR® 60 or more days after the advertisement was published will not be considered a violation of advertising Rule #1 or advertising Rule #2.

APPEAL PROCESS

Application Denial or Level Change:

You may file a written appeal within fifteen (15) days of the date of the written notice to you of the rejection of your application or the level for which you applied. Said written appeal must be submitted to your primary local board/association, which will forward your appeal to NJAR® for processing. You will be permitted to appear before the NJAR® committee with regard to the appeal.

Advertising Violation:

You may appeal the decision that you have violated Advertising Rules #1 or #2 within fifteen (15) days of the date of the written notice to you concerning the violation. Said written appeal must be submitted directly to NJAR®. The procedures that must be followed for the appeal are available from NJAR®. You will not be permitted to appear before the NJAR® committee with regard to the appeal. All fines must be paid prior to or with the appeal as a condition of appealing the violation.

Signature of the Applicant

☐ I have read and understand these advertising rules and agree to be bound by them.

*** Contributions are not deductible for income tax purposes. Contributions to RPAC are voluntary and are used for political purposes. You may contribute more or less than the suggested amount. You may refuse to contribute without reprisal and the National Association of REALTORS® or any of its state associations or local boards will not favor or disfavor any member because of the amount contributed. 70% of each contribution is used by RPAC of New Jersey to support state and local political candidates. Until RPAC of New Jersey reaches its RPAC goal, 30% is sent to National RPAC to support federal candidates and is charged against your limits under 2 U.S.C. 441a; after RPAC of New Jersey reaches its RPAC goal it may elect to retain your entire contribution for use in supporting*