

METRO SOUTH ASSOCIATION OF REALTORS®
“MSAR CIRCLE OF EXCELLENCE”

1. **All members of MSAR are invited to attend the “MSAR Circle of Excellence Celebration”.** This will be a celebration of MSAR REALTORS®, affiliates, and guests with special recognition to those that exceeded over \$1 Million in sales production in **2017**. All members are encouraged to attend this event. The celebration will take place on **Saturday, March 24, 2018** at the **Emory Conference Center Hotel** located at 1615 Clifton Rd, Atlanta, GA 30329 from **6:00 p.m. until Midnight**. The theme is “Star Struck” Celebration (formal attire).
2. **All applications MUST BE TYPED. (PLEASE MAKE SURE YOU HAVE THE MOST RECENT ADOBE UPDATE SO YOU CAN COMPLETE THE APPLICATION. NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED).** Applications will be accepted on Wednesday, Thursday, & Friday **January 31st – February 2, 2018, from 9:00 a.m. – noon and 1:00 p.m. - 3:00 p.m. ONLY**. Application CORRECTIONS & AUDITS must be returned between 9:00 a.m. – Noon on Friday February 09, 2018 **ONLY**.
3. All agents applying for Circle of Excellence Membership must be current members in good standing of MSAR. It is the Agent’s responsibility to ensure that all education requirements have been fulfilled. In addition, all dues, penalties and outstanding invoices must be paid either prior to or at time of application.
4. Applications must be submitted on the **OFFICIAL FORMS** provided by the Metro South Association of REALTORS® Circle of Excellence Committee. All applicants must sign the application. By signing the application, the applicant is certifying they have read the Circle of Excellence Rules. Photocopies of blank forms are acceptable. FAX copies and/or emails are **NOT** acceptable. Brokers are required to submit “full documentation” at the time of application. Full documentation includes copies of the HUD1/Closing Disclosures including signature page and appropriate sales or lease contract. Documentation may be submitted via Flash Drive or Hard Copy.
5. Circle of Excellence Application Fee of \$85.00 includes One Plaque and reservation fee for the Celebration. This fee must be included with the application. Additional Plaques may be purchased at a cost of \$45.00 per plaque. There is no price reduction if you are unable to attend the evening event. *****You will not receive a paper ticket for the event. Please check in at the Reservation Desk at the event***.**
6. Reservations for Affiliates and MSAR Members that are non-recipients in the Circle of Excellence is \$50.00 per person. Please secure your reservation online at www.msar.org. **Deadline to secure your reservation is Friday March 9, 2018.** *****You will not receive a paper ticket for the event. Please check in at the Reservation Desk at the event***.**
7. Request for additional guest may be submitted with the COE Application. If additional reservations are requested, please complete the attached guest reservation form with the correct spelling of each guest name(s) and the cost of \$50.00 per guest.
8. COE applicants whose effective date of membership is after January 1st of the qualifying year and WERE NOT affiliated with any Board/Association please only include those transactions closed after the effective date of membership with the Metro South Association of REALTORS®. If membership was transferred from another Board/Association and there was no lapse in membership when transferring, you are eligible to claim credit as of January 1st, of the qualifying year. Orientation must have been completed within six months of date of membership and applicant must not have applied for, or been accepted for, membership in the Circle of Excellence in another Board/Association for the same year.
9. It is the responsibility of each COE applicant to provide proof of their qualification for Special Awards (i.e. picture of prior plaques, programs, etc.) when requesting recognition.
10. COE Applications are to be submitted in **INDIVIDUAL ENVELOPES WITH BUSINESS CARD ATTACHED TO THE FRONT OF THE ENVELOPE.**
11. The COE committee will conduct random audits of 10% of all applications. If an application is selected for audit the following “full documentation” will be required to be submitted which includes copies of the HUD1/Closing Disclosures including signature page and appropriate sales or lease contract. Documentation may be submitted via Flash Drive or Hard Copy. If the applicant does not provide the full documentation within the designated times and dates on the application the application will be denied. You will be notified if this full documentation is required.

*****Please make sure you READ the Membership Rules prior to completing the application. There are some NEW changes this year! *****

Qualifying Year shall be defined as a full calendar year beginning January 1 through December 31 of the year prior to application.

Membership Year shall be for the full calendar year immediately following the “Qualifying Year.”

Member in Good Standing is a member who has paid all dues and late fees, according to the Constitution and By-laws of Metro South Association of REALTORS®, Inc., and all past due invoices. Orientation has been completed within six months of joining MSAR and current with Code of Ethics. Please note if you are a Team, ALL members of the Team must be in good standing with MSAR.

Qualification Categories

Individual – Applicant shall have no licensees, paid either directly or indirectly, at any given time during the qualifying year. If you were a member of a Team during any period of the qualifying year, you can not apply as an individual. However, if you were a member of a Team during the qualifying year and you are no longer on the Team you can apply as an Individual recipient. You may ONLY receive credit after you dissolved your membership of the Team. Proof must be submitted with the application.

Team I– If an applicant has one or two active licensees at any period during the qualifying year the applicant can claim the credit for another licensee’s sale or listing activities. The applicant who claims the credit will be placed in a “Team I” category when being considered for awards. This will apply whether or not the non-applicant licensee receives a commission, salary or referral fee. All team members must be in good standing with the Board.

Team II– If an applicant has three or more active licensees at any period during the qualifying year the applicant can claim the credit for another licensee’s sale or listing activities. The applicant who claims the credit will be placed in a “Team II” category when being considered for awards. This will apply whether or not the non-applicant licensee receives a commission, salary or referral fee. All team members must be in good standing with the Board.

Levels of Membership

Active Member - One who has been elected to the Metro South Association of REALTORS® CIRCLE of EXCELLENCE for the year immediately following the qualifying year.

Active Life Member - One who has been elected to the Metro South Association of REALTORS® CIRCLE of EXCELLENCE for three consecutive or ANY three of five years.

Ex: You qualified in 2014, 2015 and you are applying for 2016. When making application in 2017 for the QUALIFYING year of 2016 you may apply for Active Life Membership.

Ex: You qualified for membership in 2013, 2014 and you are applying for 2016. When making application in 2017 for the QUALIFYING year or 2016 you may apply for Active Life Membership.

Special Awards

Zenith Award - 10 Years Membership including the qualifying year.

Gold Award - 15 Years Membership including the qualifying year.

Platinum Award - 20 Years Membership including the qualifying year.

Diamond Award - 25 Years Membership including the qualifying year.

Hall of Fame Award - 30 Years Membership including

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SECTION I
APPLICANT’S INFORMATION

Member’s Name	_____	License #	_____
	(As you want it to appear on your certificate)		_____
Member’s Signature	_____		
Company	_____	Phone #	_____
	_____		_____

SECTION II
CATEGORY OF MEMBERSHIP

Please check category of membership you are applying for:

- Individual Team I Team II

SECTION III
PROGRAM, PLAQUE AND RPAC SUBMISSION FORMS

SECTION IV
SPECIAL AWARDS

Please check the Special Award you are applying for:

- Active Life Zenith Gold Platinum Diamond Hall of Fame

SECTION V
GUEST RESERVATION FORM

TOTAL DOLLAR CREDIT CLAIMED:

Total Current Company: \$ _____

Total Previous Company: \$ _____

Total volume credit claimed: \$ _____

PLEASE NOTE: ALL APPLICATIONS ARE SUBJECT TO RANDOM AUDIT.

COMMITTEE VERIFICATION REPORT

	Yes	No	Verified by: Print Member name
Application Fee Paid			
Additional Reservations-If Yes, How many?			
Spreadsheet Included			
Section I - Application			
Section I - Certification Letter			
Section II - Category of Membership			
Section III - Program, Plaque and Video Submission Form			
Section IV – Special Awards (If Applicable)			

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SECTION II
CATEGORY OF MEMBERSHIP
PAGE 1

Residential

Commercial

Individual

Applicant's Name: _____

Company & Phone Number: _____

I, _____ (**COE Applicant**), swear and affirm that I have read the rules and regulations of the Metro South Association of REALTORS®. I further certify that all team members have fulfilled all education requirements and all dues, penalties and outstanding invoices have been paid.

Applicant's Signature

Team I

Applicant's Name: _____

Team Leader: _____

Company & Phone Number: _____

Active Licensee: _____

Active Licensee: _____

I, _____ (**Team Leader**), swear and affirm that I have read the rules and regulations of the Metro South Association of REALTORS®. I further certify that all team members have fulfilled all education requirements and all dues, penalties and outstanding invoices have been paid.

Team Leader Signature

I, _____ (**Broker**), swear and affirm that I have read the rules and regulations of the Metro South Association of REALTORS®, have read and reviewed this application and warrant that it is true and correct. I also swear and affirm that all of the above information is in accordance with our records. I understand that should there be any misrepresentations in form and/or content of the above application, other than typographical or mathematical; the applications submitted shall be automatically disqualified, as will my application for Circle of Excellence membership as Broker and the applicant, and I will be reported to the Professional Standards Committee for action. (Section 12, Duties of Membership and Section 13, power to Take Disciplinary Action)

BROKER

COMPANY

DATE

METRO SOUTH ASSOCIATION OF REALTORS®
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SECTION II
CATEGORY OF MEMBERSHIP
PAGE 2

Applicant's Name: _____

Team II

Team Leader: _____

Company & Phone Number: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

Active Licensee: _____

I, _____ (**Team Leader**), swear and affirm that I have read the rules and regulations of the Metro South Association of REALTORS®. I further certify that all team members have fulfilled all education requirements and all dues, penalties and outstanding invoices have been paid.

Team Leader Signature

I, _____ (**Broker**), swear and affirm that I have read the rules and regulations of the Metro South Association of REALTORS®, have read and reviewed this application and warrant that it is true and correct. I also swear and affirm that all of the above information is in accordance with our records. I understand that should there be any misrepresentations in form and/or content of the above application, other than typographical or mathematical; the applications submitted shall be automatically disqualified, as will my application for Circle of Excellence membership as Broker and the applicant, and I will be reported to the Professional Standards Committee for action. (Section 12, Duties of Membership and Section 13, power to Take Disciplinary Action)

BROKER

COMPANY

DATE

METRO SOUTH ASSOCIATION OF REALTORS®
“MSAR CIRCLE OF EXCELLENCE”
SECTION III
PROGRAM, PLAQUE AND RPAC SUBMISSION FORMS
PAGE 1

Plaque Submission Form (If Plaque Not Desired Leave Blank)

(As you want it to appear on your plaque)

Applicant's Name(s): _____

Company and Phone Number: _____

Indicate Agent(s) Category: **Individual** **Team I** **Team II**

Applying for Membership Level: _____
(One Million, Two Million, etc.) Level of Circle of Excellence

Indicate Current Membership Status: **Active Member** **Active Life Member**

Indicate Any Special COE Award **Applying For:** **Active Life** **Zenith** **Gold** **Platinum** **Diamond** **Hall of Fame**
(If Applicable)

Committee Verification: _____

Program Submission Form

(As you want it to appear in the program)

Applicant's Name(s): _____

Company and Phone Number: _____

Indicate Agent(s) Category: **Individual** **Team I** **Team II**

Applying for Membership Level: _____
(One Million, Two Million, etc.) Level of Circle of Excellence

Indicate Current Membership Status: **Active Member** **Active Life Member**

Indicate Any Special COE Award **Applying For:** **Active Life** **Zenith** **Gold** **Platinum** **Diamond** **Hall of Fame**
(If Applicable)

Committee Verification: _____

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SECTION III
PROGRAM, PLAQUE AND RPAC SUBMISSION FORMS
PAGE 2

THIS FORM IS OPTIONAL

RPAC RECOGNITION FORM

Applicant's Name(s): _____

Company and phone Number: _____

I would like to make an investment to RPAC: ___ Yes ___ No

Amount investing to **REALTORS Political Action Committee:**

_____ \$ 99 - 99 Club

_____ \$ 200 – Capital Club

_____ \$ 500 – Ambassador Club

_____ \$ 1,000 – Sterling R

_____ \$ 2,500 – Crystal R

_____ \$ 5,000 – Golden R

_____ \$ \$10,000 – Platinum R

If you are making an investment to RPAC, please include a separate check made out to GARPAC and submit with COE application. Special recognition will be given at the COE banquet for all investments of \$99 and above. *****This DOES NOT include any previous investments, only investments made during *MSAR CIRCLE OF EXCELLENCE* *****

Committee Verification: _____

Print Name

METRO SOUTH ASSOCIATION OF REALTORS®
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SECTION IV
SPECIAL AWARDS
PAGE 1

Complete this area ONLY if you are applying for a “Special COE Award”:

Applicant’s Name: _____

Previous Special Award(s) Received:

Active Life - Qualifying Year _____

Zenith - Qualifying Year _____

Gold – Qualifying Year _____

Platinum – Qualifying Year _____

Diamond – Qualifying Year _____

Hall of Fame – Qualifying Year _____

Special Award Applicant is Applying For:

Active Life

Applicant’s Name: _____

Company & Phone Number: _____

Indicate previous qualifying years of membership held in Circle of Excellence and from which Board of REALTORS®

1st Qualifying Year Awarded by which Board 2nd Qualifying Year Awarded by which Board

3rd Qualifying Year Awarded by which Board

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**SECTION IV
SPECIAL AWARDS**

☐ Zenith

Applicant's Name: _____

Company & Phone Number: _____

Indicate previous qualifying years of membership held in Circle of Excellence and from which Board of REALTORS®

_____ 1 st Qualifying Year	_____ Awarded by which Board	_____ 2 nd Qualifying Year	_____ Awarded by which Board
_____ 3 rd Qualifying Year	_____ Awarded by which Board	_____ 4 th Qualifying Year	_____ Awarded by which Board
_____ 5 th Qualifying Year	_____ Awarded by which Board	_____ 6 th Qualifying Year	_____ Awarded by which Board
_____ 7 th Qualifying Year	_____ Awarded by which Board	_____ 8 th Qualifying Year	_____ Awarded by which Board
_____ 9 th Qualifying Year	_____ Awarded by which Board	_____ 10 th Qualifying Year	_____ Awarded by which Board

☐ Gold

Applicant's Name: _____

Company & Phone Number: _____

Indicate previous qualifying years of membership held in Circle of Excellence and from which Board of REALTORS®

_____ Year of Zenith Award	_____ Awarded by which Board		
_____ 11 th Qualifying Year	_____ Awarded by which Board	_____ 12 th Qualifying Year	_____ Awarded by which Board
_____ 13 th Qualifying Year	_____ Awarded by which Board	_____ 14 th Qualifying Year	_____ Awarded by which Board
_____ 15 th Qualifying Year	_____ Awarded by which Board		

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SECTION IV
SPECIAL AWARDS
Page 3

Platinum

Applicant's Name: _____

Company & Phone Number: _____

Indicate previous qualifying years of membership held in Circle of Excellence and from which Board of REALTORS®

Year of Gold Award Awarded by which Board

16th Qualifying Year Awarded by which Board

17th Qualifying Year Awarded by which Board

18th Qualifying Year Awarded by which Board

19th Qualifying Year Awarded by which Board

20th Qualifying Year Awarded by which Board

Diamond

Applicant's Name: _____

Company & Phone Number: _____

Indicate previous qualifying years of membership held in Circle of Excellence and from which Board of REALTORS®

Year of Platinum Award Awarded by which Board

21st Qualifying Year Awarded by which Board

22nd Qualifying Year Awarded by which Board

23rd Qualifying Year Awarded by which Board

24th Qualifying Year Awarded by which Board

25th Qualifying Year Awarded by which Board

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SECTION IV

SPECIAL AWARDS

Page 4

Hall of Fame

Applicant's Name: _____

Company & Phone Number: _____

Indicate previous qualifying years of membership held in Circle of Excellence and from which Board of REALTORS®

Year of Diamond Award Awarded by which Board

26th Qualifying Year Awarded by which Board

27th Qualifying Year Awarded by which Board

28th Qualifying Year Awarded by which Board

29th Qualifying Year Awarded by which Board

30th Qualifying Year Awarded by which Board

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SECTION V

GUEST RESERVATION

Applicant's Name: _____

Company & Phone Number: _____

**You will not receive a paper ticket for the event. Your guest will check in at the Reservation Desk at the event.
Guest Name is required at the time of submission.**

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____

Guest Name: _____