

**2011 COMMERCIAL REAL ESTATE
SALES & LEASING ACHIEVEMENT AWARDS**
Awards Period: January 1, 2011 through December 31, 2011

Application Guidelines

I. GENERAL INFORMATION

- A. Purpose:
1. To recognize and encourage the achievement of outstanding brokers and salespersons in the commercial real estate industry.
 2. To honor and publicize the sales/leasing achievements of individuals who are striving to provide the highest type of professional services in retail, industrial and office real estate.
- B. The Sales and Leasing Achievement Awards are available to all active commercial real estate agents who have attained certain designated goals in commercial real estate leasing and sales.
- C. The Awards presentation will be on Wednesday, **February 16, 2012, 6:00 p.m., at the Norfolk Yacht & Country Club.** ALL ENTRIES ARE REVIEWED. The Awards Committee reserves the right to audit back-up material supporting award submissions. Participating office records pertinent to verification of information submitted shall be made available to the committee upon request. **DECISIONS OF THE AWARDS COMMITTEE ARE FINAL.**

II. AWARD ELIGIBILITY REQUIREMENTS: The levels of recognition are:

- A. Bronze: \$90,000 to \$199,999 gross brokerage fee to company collected during the calendar year.
- B. Silver: \$200,000 to \$299,999 gross brokerage fee to company collected during the calendar year.
- C. Gold: \$300,000 and above gross brokerage fee to company collected during the calendar year.
- D. Platinum: Top 5 winners
- E. Deal of the Year: Largest gross brokerage fee to company from a single sale or lease transaction collected during the calendar year – separate award application form must be submitted with a brief narrative description of the deal and its particulars. Deal of the Year submissions will require a copy of the settlement statement if submitting a sale transaction, or a copy of the first page and signature page of the lease if submitting a lease transaction.
- F. Hunter Hogan: Top producer award for the highest combined gross brokerage fee to company for all sale and/or lease transactions collected during the calendar year.
- G. Rookie of the Year: Awarded to the highest recipient in the Awards that satisfied the criteria outlined in the Rookie of the Year – separate award application must be submitted.

NOTE: "Gross Brokerage Fee" is the gross amount paid to the company attributable to the agent.

III. RULES

- A. The Awards period is the calendar year January 1, 2011 through December 31, 2011. The completed application package shall include the following: a completed Application Form (enclosed) signed by the principal broker and the applicant and notarized where indicated, a completed Sales/Leasing Abstract Form (attached), the fees as outlined in the application, a 5"x7" photograph (with business card taped to the back), or electronic copy and in order to substantiate information for this award copy of the applicant's certified W2/1099, if applicable, (with social security number blanked out) that will be destroyed once awards ceremony has concluded and advertisement run. Deal of the Year submissions will require a

copy of the settlement statement if submitting a sale transaction, or a copy of the first page and signature page of the lease if submitting a lease transaction. All required documentation must be received **NOT LATER THAN 4:00 P.M. on February 1, 2012**, at 638 Independence Parkway, Chesapeake. Application or payments received after the deadline **WILL NOT** be considered, unless otherwise approved by the Awards Committee.

- B. Gross brokerage fees attained individually by one sales/leasing agent cannot be assigned to another agent to meet the award requirements.
- C. All commercial real estate licensees are eligible to apply for the award.
- D. Should an agent transfer from one Broker to another, all transactions settled in the awards period shall be counted. In the event of transfer during the year or prior to submissions, the agent will make the determination as to company association for recognition.
- E. Principal Brokers with whom an agent has been previously associated during the awards year must provide all necessary gross brokerage fee information covering the period of that agent's association to the current Principal Broker (or designated representative), including settlement sheets, and/or supporting lease abstracts if necessary.

IV. GUIDELINES FOR DETERMINING ELIGIBILITY:

- A. The following may help in determining eligibility for the award.
 - 1. Gross Brokerage Fees shall include sales and leasing commissions, gross rental and referral fees, including fees from all types of real property such as residential tracks, commercial lots, business investment properties and consulting fees collected during the calendar year.
 - 2. Only commission collected during calendar year attributable to sales or leases can be applied towards Sales/Leasing Achievement awards. No discounted annuities will be allowed.
 - 3. Where a property is taken in trade, Gross Brokerage Fee cannot be counted until property is sold and settled.
 - 4. In a cooperative sale/lease between two or more agents in the same company, an agent receiving one-half or one-third of the commission should be credited with one-half or one-third of the Gross Brokerage Fee respectively. In other words, he/she receives a pro-rata credit toward Gross Brokerage Fee.
 - 5. A complete Sales/Leasing Abstract Form and current W2/1099 with social security numbers blacked out must be submitted with each application. If you are a business owner who does not receive a W2/1099, please make a note on your application.
 - 6. Sequence of recognition will be according to Gross Brokerage Fee to company.
 - 7. For any unique situation not covered by this memo, or for clarification on any of the information herein (versus individual interpretation), please contact Cindy Matthews with the Commercial Alliance at (757) 473-9700.

2011 Commercial Real Estate
SALES & LEASING AWARD

Application Form

Please complete the following by **4:00 p.m. February 1, 2012** and return to:

Hampton Roads Commercial Alliance
638 Independence Parkway, Suite 100
Chesapeake, VA 23320
(757) 473-9700

This is to certify that the applicant is active in commercial real estate and collected Gross Brokerage Fees of \$_____ during the period January 1, 2011 to December 31, 2011, based on commercial real estate transactions and is qualified to receive the:

GROSS BROKERAGE FEES

- | | | | |
|---------------------------------|---------------------|---|--------------------------------------|
| <input type="checkbox"/> Bronze | \$90,000-\$199,999 | <input type="checkbox"/> Deal of the Year (Sale or Lease) | <i>Requires Separate Application</i> |
| <input type="checkbox"/> Silver | \$200,000-\$299,999 | <input type="checkbox"/> Rookie of the Year | <i>Requires Separate Application</i> |
| <input type="checkbox"/> Gold | \$300,000 and above | | |

In submitting this certification, the undersigned Principal Broker agrees that should the Commercial Alliance require further substantiation for this Award, it will be promptly provided in as much detail as requested. I hereby certify that I have reviewed the data submitted herewith and to the best of my knowledge and belief, it is correct and valid.

Name of Applicant exactly as it should appear on plaque and in promotions. Please type and include all Designations.

Firm

Signature of Principal Broker

Sworn and subscribed before me this ____ day of _____, 20__.

My commission expires _____. Notary Public _____

DISCLAIMER

I, the undersigned applicant having been nominated for this Leasing Achievement Award, hereby authorize the processing of information contained in the accompanying documentation for qualification in the Awards program. I understand that this information will not be used singularly, but only in the aggregate, and then only by the Awards Committee to determine the Award for which I am qualified.

_____, Applicant

Sworn and subscribed before me this ____ day of _____, 20__.

My commission expires _____. Notary Public _____

REQUIRED ENCLOSURES:

1. \$190 Application Fee (includes one dinner reservation, 2 drink tickets, advertisement in the V/P and Daily Press and engraving on plaque).
2. Photograph (5X7) with business card taped to the back or electronic copy. Photos can also be on a CD.
3. **Copy of Certified W-2/1099 (if applicable) and Completed Sales and Lease Abstract Form. These forms will be destroyed once information is confirmed.**
4. **Previous year's plaque, unless first time recipient.**
5. Deal of the Year submissions must include a copy of the settlement statement for sale submissions or a copy of the first page and signature page of lease for lease submissions.