

2017 Circle of Excellence Application

Checklist

1. **Deadline** for submission will be **Thursday, January 18, 2018 at 5:00 PM**. Applications must be in the Board office by this deadline and postmarked dates are not accepted. In addition, applications can be emailed to bethany@pickensrealtors.com.
Pickens County Board of REALTORS®
5784 Lake Forrest Dr.
Atlanta, GA 30328
2. Application must be submitted only on the official form provided by the Pickens County Board of REALTORS® Circle of Excellence. Photocopies of blank forms are acceptable, and computer forms will be accepted if they are exact duplicates of the Board form.
3. For those applicants whose effective date of membership is after January 1st of the qualifying year (2017), include only those transactions closed after applicant's effective date of membership.
4. Membership with the PCBR must be current and paid in full for 2018 at time of application submission.
5. The application must be certified (signed) by the Designated REALTOR® or his/her designee in accordance with the Circle of Excellence rules.
6. Keep a copy of entire application for your records.
7. If transferring MDC qualifying years from another Board of REALTORS®, have the Executive Officer of that Board submit a letter stating the years you were in that Association's MDC. Attach a copy of this letter to the front of your application. Keep a copy of this letter for your records. The Applicant must complete Section II on Application to reflect the transferring years.
8. For Volume Credit Calculations – Volume credit may be calculated only on transactions upon which the company was paid a commission. Volume credit must be reduced proportionally with any participating company that received a commission and for any referral fees paid.
9. The purpose of this checklist is to assist you in the filling out of your COE application. It does not need to be turned in with your completed application.
10. To request a current copy of the 2017 COE Rules & Requirements please visit the Board's website at www.pickensrealtors.com, contact the Board office at 404-845-4082 ext. 160, or e-mail: events@pickensrealtors.com.

NOTE: No application fee will be charged for the 2017 Circle of Excellence.

PICKENS COUNTY BOARD OF REALTORS®

2017 Circle of Excellence APPLICATION

Application Deadline: Thursday, January 18, 2018 5:00 p.m.

No Application Fee for the 2017 COE

Transactions must have closed during 2017

Please check appropriate category of membership you are applying for:			
Section Ia			
<input type="checkbox"/> Individual agent (Resale, Leasing, and New Homes)			
Individual's Name	(As you want it to appear on your certificate)	License #	
Company		Office Phone	
Section Ib			
<input type="checkbox"/> Team Agent (Agent with 1 or more licensed listing/selling assistants)			
Team Name	(Team Name to appear on your award)		
Company		Office Phone	
Each Team Member Applying for Membership	(As you want it to appear on your certificate)	Each Team Member License #	

Section II	
TOTAL DOLLAR CREDIT CLAIMED:	
Total Residential Production:	\$ _____ PLEASE NOTE:
Total Commercial Production:	\$ _____ ALL APPLICATIONS WILL
Total Volume Credit Claimed:	\$ _____ BE AUDITED.

PICKENS COUNTY BOARD OF REALTORS®

2017 Circle of Excellence APPLICATION

Application Deadline: Thursday, January 18, 2018 5:00 p.m.

Agent/Team

I, _____, hereby make application for membership in the Circle of Excellence of the Pickens County Board of REALTORS® and hereby certify that I personally handled the following real estate transactions, (as evidenced by the attached information which I also verify as accurate) during the period of January 1, 2017 through December 31, 2017.

Respectfully submitted _____ (Applicant's signature)

Respectfully submitted _____ (Applicant's signature – Team Member)

Respectfully submitted _____ (Applicant's signature – Team Member)

Current Designated REALTOR® / Managing Broker

I, _____ (Current Broker) of _____ (Company) swear that I have read the rules and regulations of the Circle of Excellence of PCBR and that the named applicant is qualified for admission under said rules. I have read and reviewed the application of and I warrant that this application is true and correct and in accordance with our records showing total volume of \$_____ and that there were no cooperating agents except as shown either in or out of our office. A real estate commission was paid to the applicant in cash or collectible note according to the indicated percentage of total credit claimed. I understand that should there be any errors in form or content of the above application, other than typographical or mathematical; the application submitted shall be disqualified without prejudice. I certify that I am a REALTOR® member of the Pickens County Board of REALTORS®, and that all membership requirements have been met by this applicant.

Broker's Signature _____

Previous Designated REALTOR® / Managing Broker

(Use only if applicant transferred to another company during 2017)

I, _____ (Previous Broker) of _____ (Company) swear that I have read the rules and regulations of the Circle of Excellence of PCBR and that the named applicant is qualified for admission under said rules. I have read and reviewed the application of and I warrant that this application is true and correct and in accordance with our records showing total volume of \$_____ and that there were no cooperating agents except as shown either in or out of our office. A real estate commission was paid to the applicant in cash or collectible note according to the indicated percentage of total credit claimed. I understand that should there be any errors in form or content of the above application, other than typographical or mathematical; the application submitted shall be disqualified without prejudice. I certify that I am a REALTOR® member of the Pickens County Board of REALTORS®, and that all membership requirements have been met by this applicant.

Previous Broker's Signature _____

Transaction Page

If the property is not listed in a MLS, please provide the first and last page of the contract and the first and second page of the HUD.

Page ____ of ____

Date of Sale	FMLS/GAMLS #	Property Address	C/R	Transaction Amount	%	Volume Credit Claimed

* C/R = Commercial or Residential Transaction

Applicant's Signature _____ Broker _____

Applicant's Signature – Team Member (each Team member applying will need to sign)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Additional Transaction Page

If the property is not listed in a MLS, please provide the first and last page of the contract and the first and second page of the HUD.

Page ____ of ____

Date of Sale	FMLS/GAMLS #	Property Address	C/R	Transaction Amount	%	Volume Credit Claimed

* C/R = Commercial or Residential Transaction

Applicant's Signature _____ Broker _____

Applicant's Signature – Team Member (each Team member applying will need to sign)

- 1. _____ 2. _____
- 3. _____ 4. _____