



“Circle of Excellence Application Rules”

Metro South Association of REALTORS®

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MSAR has updated and streamlined the online application process. For details, please visit msarboard.com. We hope to encourage you to utilize the online application process, as it is much easier to use. For those who still wish to use the paper applications, you may continue to do so.



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I. Introduction

All members of the Metro South Association of REALTORS (hereinafter, “MSAR”) are invited to apply for the Circle of Excellence (hereinafter, “COE”). This is to recognize MSAR members that have exceeded over \$1 Million in sales production and give recognition to our affiliate sponsors and their guests.

II. Requirements of Membership

1. All agents applying for COE must be current members of have been in good standing with MSAR or another Board/Association for the qualifying year the applicant is applying for.
2. Qualifying Year shall be defined as a full calendar year beginning January 1 through December 31 of the year prior to application.
3. Membership Year shall be fore the full calendar year of the “Qualifying Year.”
4. MSAR will verify your compliance with the NAR Code of Ethics training requirement and your having paid association dues for the qualifying year.
5. It is the Applicant's responsibility to ensure that all education requirements have been fulfilled.
6. A Member in Good Standing is a member who has paid all dues and late fees, according to the Constitution and Bylaws of MSAR and all past due invoices. In addition, all dues, penalties, and outstanding invoices must be paid either prior to or at the time of application.
7. New member orientation must have been completed within six months of joining MSAR. (deadline for COE may differ if earlier than 6 months.)
8. Please note that if you are on a team, ALL members of the team must be in good standing with MSAR.
9. COE applicants whose effective date of membership is after January 1 of the qualifying year or were NOT affiliated with any Board/Association, please only include those transactions closed AFTER the effective date of membership with MSAR or other Board/Association.



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10. 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 1 of the qualifying year.
11. Applicant must not have applied for, or been accepted for, membership in the COE of another Board/Association for the same year.

III. Application Requirements

1. Applications must be submitted on the digital forms (preferred) or official printable forms, both found at msarboard.com.
2. All applicants must sign the application. By signing the application, the applicant certifies that they have read the COE rules. Photocopies of blank forms are acceptable. Fax copies and/or emails are NOT acceptable.
3. Qualifying Brokers are required to submit “full documentation” at the time of application.
4. Full documentation includes the HUD1/Closing disclosures (including signature page) and the signature page of the sales or lease contract.
5. Documentation may be submitted via flash drive or hard copy at the time of application.
 - a. Application + Checklist
 - b. Milestone Level
 - c. GARPAC Investment (If applicable)
 - d. MSAR Sales Production Spreadsheet – Signed by broker
6. The **COE Application Fee will be \$135**, which includes one plaque, one program, and attendance for one person. Additional plaques may be purchased at \$55 each. Additional guest tickets are \$75 each.
7. Note: If you are applying as a team, the team application only comes with one plaque and one participant attendance.
8. A full and complete application must be turned in on or before the application dates. Partial applications will NOT be accepted. It is the applicant's responsibility to have all documents turned in with the original application and on-time.
9. For paper applications, the application must be typed. No handwritten applications will be accepted. (Please make sure you have the most recent



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adobe update so you can complete the application.) Fax copies and/or emails are NOT acceptable.

10. Paper COE Applications must be submitted in individual envelopes with a business card attached to the front. (This does not apply to digital applications.)
11. Paper Applications will be accepted on the following days only:
 - a. Day 1: Wednesday, February 12, 2025, from 10am to 4pm
 - b. Day 2: Thursday, February 13, 2025, from 10am to 4pm
 - c. Day 3: Corrections will be accepted on Friday, February 14th, from 10am to 3pm.
12. In the event the sponsored event is cancelled or rescheduled, the application fee is **non-refundable**.

IV. Membership Categories

Qualification Categories

1. 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 and you are no longer on the Team, you can apply as an individual recipient. You may ONLY receive credit for sales that took place after you dissolved your membership with/of the Team. Proof must be submitted with the application.
2. 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 licensed team members must be in good standing with the association for the qualifying year.
3. 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 other licensees' 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 licensees receive a commission,



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salary, or referral fee. All licensed team members must be in good standing with the association for the qualifying year.

V. Membership Award Categories

There are two types of award categories as follows:

1. Membership Level:
 - a. Active Member: One who was elected to the MSAR COE for the year immediately following the qualifying year.
 - b. Active Life Member: One who was elected to the MSAR COE for three consecutive of ANY three of five years.
 - i. Ex: You qualified in 2018, 2019, and you are applying for 2020. When making an application in 2022 for the QUALIFYNG year of 2021, you may apply for Active Life Membership.
 - ii. Ex. You qualified for membership in 2014, 2015, and you are applying for 2017. When making an application in 2018 for the QUALIFYING year of 2017, you may apply for Active Life Membership.

2. Milestone Award Levels: You will remain at each level until you reach the next level.

Zenith Award	10 Year Membership
Gold Award	15 Year Membership
Platinum Award	20 Year Membership
Diamond Award	25 Year Membership
Hall of Fame Award	30 Year Membership

VI. Membership Audits

1. The COE committee will conduct random audits of 10% of all applications.
2. If an application is selected for audit, you will be notified of the audit and of the “full documentation” requirements.



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3. The applicant(s) will be notified via email within 48 hours of the CEO committee’s last day of receiving applications. You will have an estimated 2 weeks to get your audit documents together to turn into the COE committee on audit day.
4. The following are the “full documentation” requirements for the audit:
 - a. Copies of the HUD1/Closing Disclosures, including the signature page.
 - b. Appropriate signature page of the sales or lease contract.
5. If the applicant does not provide the full documentation within the designated times and dates on the application, the application will be denied. The application fee will be **non-refundable**.
6. Application AUDITS will be on (1) day ONLY. This day is known as the audit day.
7. The committee will finalize audits from noon until 2pm on audit day to verify and confirm all documents are complete and accurate. A COMPLETE AUDIT PACKET with all documents needs to be turned in, no partial audits will be accepted.
8. There will be NO exceptions to the dates and/or times to turn in documents. No emails will be accepted for missing documents. Please refer to the dates and times above.