



I INTRODUCTION

All members of 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, affiliate sponsors special recognitions and their guests.

II CHANGES TO COE 2026

1. **Full Production Credit:** MSAR is pleased to announce that all COE awards will be given full production credit per side of the transaction. For example, if you represent the buyer OR seller on a transaction where the sales price is \$300,000, you will receive \$300,000 worth of production credit. If you facilitated or otherwise represented both the buyer AND seller sides of the transaction, you will receive \$600,000 worth of production credit. These changes were made to more closely represent industry standards and fully recognize our members for all their hard work.
2. **Company Generated Reports Accepted in lieu of Spreadsheets:** For those applicants who work with a company that automatically tracks production volume via a company/corporate/broker-generated report, you may submit that production report in lieu of completing the production spreadsheet. The spreadsheet will still be available for those who need it. MSAR prefers the company-generated report over the spreadsheet for ease of audits.
3. **Broker Verifications:** The broker verification is part of the production report / spreadsheet upload. Please have your broker review and sign the report / spreadsheet, then upload it to your application. It's just that easy! Brokers are still subject to audited files.
4. **Virtual COE Application Training Session / Q&A:** We know that changing processes can be challenging. This year, MSAR will offer a live training/application session virtually on January 28th at 4:00pm, where we will walk through the application process and answer any member questions. All members and persons responsible for submitting applications are encouraged to come with your questions! This session will also be recorded and distributed to all members.

III. REQUIREMENTS OF MEMBERSHIP

1. All agents applying for COE must be current members or have been in good standing of 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 for 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 By-

laws of MSAR and all past due invoices. In addition, all dues, penalties, and outstanding invoices must be paid either prior to or at time of application.

7. New Member Orientation must have been completed within six months of joining MSAR (deadline for COE may differ)
8. Please note 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 1st of the qualifying year applying for or were **NOT** affiliated with any Board/Association please only include those transactions closed **AFTER** the effective date of membership with the MSAR or other Board/Association.
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 1st, of the qualifying year.
11. Applicant must not have applied for, or been accepted for, membership in the COE in another Board/Association for the same year

III APPLICATION REQUIREMENTS

1. Applications must be submitted on the digital form, found at msarboard.com. MSAR no longer offers a paper COE application.
2. Qualifying Brokers are required to submit “full documentation” at the time of application.
3. Full documentation includes copies of the HUD1/Closing Disclosures including signature page and appropriate signature page of the sales or lease contract.
 1. Documentation may be submitted upon upload to the application (preferred) or via Flash Drive or Hard Copy. A full and complete application is as follows...
4. 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 and are available to purchase at msarboard.com. They are not part of the application process.
5. Note: If you are applying as a team, the team application only comes with one plaque and one participant attendance.
6. A full and complete application must be turned in on application date. This includes audit materials. It is the applicant’s responsibility to have all documents turned in on-time.
7. In the event the sponsored event is cancelled or rescheduled, 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, 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. You must be in good standing with the Board for the qualifying year and have completed orientation & Code of Ethics class.
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 Board 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 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 licensed team members must be in good standing with the Board 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 or ANY three of five years.
 1. Ex: You qualified in 2018, 2019 and you are applying for 2020. When making an application in 2022 for the QUALIFYING year of 2021 you may apply for Active Life Membership.
 2. Ex: You qualified for membership in 2014, 2015 and you are applying for 2017. When making an application in 2018 for the QUALIFYING year or 2017 you may apply for Active Life Membership.

2. Milestone Award Level(s)... (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.
3. The applicant(s) will be notified via email within 48 hours of the COE committee’s last day of receiving applications. You will have estimated 3 days to get your audit documents together to turn into the COE committee to complete your audit.
4. The following are the “full documentation” requirements for the audit:
 - a. Copies of the HUD1/Closing Disclosures including 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 **nonrefundable**.

For any questions about the Circle of Excellence application process, please contact msar@msarboard.com or 770-477-7579.