

## **Greater Downey Association of REALTORS® (DAOR)**

### **Top Producer Program – Quarterly and Annual Recognition Last Revised May-26**

REALTOR® members of the Greater Downey Association of REALTORS® (DAOR) may participate in the Top Producer Program, which includes both Quarterly Recognition and Annual Recognition.

The Greater DAOR Top Producer Program was created to celebrate and highlight, among their peers, the community, and through social media, the hard work and success of members who achieve a specific number of quarterly and annual closed transactions.

Eligibility - REALTOR® members in good standing who have closed six (6) or more transaction sides within a single quarter may participate in the program.

Non-Eligibility - REALTOR® members who close six (6) or more transaction sides in a quarter may not be eligible to participate in that same quarter if they have had any of the following:

- A Code of Ethics violation filed and ruled against them.
- More than three (3) unresolved MLS violations reported by CRMLS.
- Inappropriate behavior on social media or in public that negatively affects the perception of ethics, professionalism, or goodwill within the real estate community.

Such matters may be reviewed and determined by the Grievance Committee. Greater DAOR reserves the right to deem a member not eligible for the Top Producer Program. Members deemed ineligible will not be included in the quarter in which the action(s) occurred.

Off-MLS Listing Sides - Members may receive credit for off-MLS closings if they represent the buyer. Members may not receive credit for off-MLS closings if they represent the seller.

To receive credit for an off-MLS buyer-side closing, Greater DAOR must receive the Final Closing Statement from Escrow and commission disbursement documentation for the transaction within one (1) day of the end of the quarter.

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## **QUARTERLY TOP PRODUCER PROGRAM**

### Quarter Timeframes

- January 1 – March 31
- April 1 – June 30
- July 1 – September 30
- October 1 – December 31

### Transaction Side Levels

- Bronze Level: 6– 8 sides
- Silver Level: 9–11 sides
- Gold Level: 12–15 sides
- Platinum Level: 16– 25 sides
- Diamond Level: 26+ sides

**Additional Quarterly Recognitions**

- ~~Top 3 Highest Sales Volume – Listing Agent (L/A) (Based on MLS reports only and presented at the quarterly ceremony)~~
- ~~Top 3 Highest Sales Volume – Selling Agent (S/A) (Based on MLS reports only and presented at the quarterly ceremony)~~
- ~~Top 3 Highest Office Sales Volume (Based on MLS reports only)~~

**Calculating the Quarterly Top Producers** - Quarterly recognition is based on individual production, not team production. Production numbers are first pulled and based on the MLS, then verified with the Top Producer and/or their brokerage office. There may be changes, adding the Buyer side Off MLS sides, this verified quarterly total will be applied toward the member's annual production count and cannot be changed after thirty (30) days from the date of verification.

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**ANNUAL TOP PRODUCER PROGRAM**

The Annual Top Producer Program recognizes production from January 1 through December 31 of each year. Final production totals will be calculated and verified no later than January 21 of the following year.

If a member is deemed non-eligible during one month or within a quarter, the closings from that time period will still be counted toward their annual production totals. A member will only be disqualified from the Annual Top Producer Program if they were deemed non-eligible for two (2) or more quarters during the calendar year.

DAOR will determine the final production count and reserves the right to determine credit given for off-MLS closed transaction sides.

If a member joins DAOR by transferring from another Association of REALTORS® prior to November 1st their production from the previous association will be considered. However, only transactions that can be verified through the MLS will be counted.

**Annual Top Producer Categories**

- Individual Top Producer - 1<sup>st</sup> place thru 10<sup>th</sup> place
- Mega Top Producing Teams - 1<sup>st</sup> place thru 3<sup>rd</sup> or 4<sup>th</sup> place, wherever the natural break is.
- Top Producing Teams - 1<sup>st</sup> place thru 6<sup>th</sup> or 7<sup>th</sup> place, totaling ten top teams (mega or regular)
- Top Producing Offices – 1<sup>st</sup> place thru 10<sup>th</sup> place
- Top Producing Commercial Producers – 1<sup>st</sup> place thru 3<sup>rd</sup> place

**Annual Individual Top Producer Category** - Members must be in good standing with DAOR. Office Broker Owners should not participate in the Individual Category. Office Broker Owners will be considered to participate in the categories of Team, Mega Team, Office only. An Individual Top Producer is defined as a member who:

- Works completely independently.
- Once an individual top producer has one licensed support staff member, they are considered a team and no longer qualify as an individual.
- Once an individual top producer has co-listed three or more listings with the same agent, they are considered a team and no longer qualify as an individual. An individual may not participate in this category if they had a team at any time during the year, as defined above.
- The Office Broker must certify the member's "individual" classification.

**Annual Individual Top Producer Category Continued:**

- If a classification is submitted incorrectly, the member may be eliminated from participation in the following year's Annual Top Producer Program.
- DAOR reserves the right to audit MLS records and other sources if a member's category classification is questioned.
- The Office Broker must verify the accuracy of the individual's production totals.

**Calculating the Individual's Production** - DAOR starts the calculation based on the MLS data, if anything was added to their MLS totals it was done at the end of each quarter, with proof of off MLS "buyers" submission already approved by DAOR.

**Steps in Calculating the annual top producing Individuals:**

- Production numbers are taken from the MLS at each quarter end, DAOR will verify with individual/office and add any off MLS sides that the individual represented buyers.
- The numbers verified at the close of each quarter will serve as the final total, and will be used in calculating the member's final annual production count and Top Ten placement. No changes or additions are allowed at year end.
- DAOR will verify that the individual wants to participate. If the individual does not want to participate, the DAOR will move on to the next, in putting together the Top Ten Individual Producers.
- Broker will need to sign and verify that the individual is truly an individual and has no licensed person working for them in any part of the year.

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**Annual Mega Top Producer Teams Category** – All team members must be in good standing with DAOR. All team members must be registered under the Team Leader public ID in the MLS. Mega Teams are described as six (6) or more team members under the same Team Leader at any part of the year. No individual member may be categorized within this category.

**Steps in Calculating the annual top producing Mega Teams:**

- At the end of the year, the team leader will make sure that the MLS has an accurate accounting of each team member, they must be included in the MLS under the Team Leader before December 31<sup>st</sup> of the year.
- Year end, DAOR will calculate the closed sides production of each team member and have the broker verify, those totals will be added up for the Team's Annual numbers. The Team Leader may have already verified with DAOR their quarterly totals, and DAOR has already approved – this will be their final total for that quarter(s), and nothing will be added or changed in calculating the Annual. If a team member joins DAOR by transferring from another Association of REALTORS® prior to November 1st their production from the previous association will be considered. However, only transactions that can be verified through the MLS will be counted.
- Broker will need to sign and verify that the Mega Team is truly a Mega Team.

**Annual Mega Top Producer Teams Category Continued:**

- DAOR starts the calculation based on the MLS data, if anything was added to their totals it was done at either the end of the quarter, or the end of the year – DAOR will investigate the proof of off MLS “buyers” submission.
- DAOR will separate the Mega Team from the Teams five (5) and under. DAOR will verify that the team wants to participate and if not DAOR will move on to the next, in putting together the Top Mega Teams.
- DAOR will determine how many Mega Teams there will be with a natural break, example: if there are four (4) Mega Teams then they will be 1<sup>st</sup> place to 4<sup>th</sup> place, that will leave six (6) regular teams 1<sup>st</sup> place to 6<sup>th</sup> place. There will still be ten top teams – some Mega, some Regular Teams, both starting with 1<sup>st</sup> place.

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**Annual Top Producer Teams Category** – All team members must be in good standing with DAOR. All team members must be registered under the Team Leader public ID in the MLS. A team is defined as two (2) or more licensed members working together for any part of the calendar year. Teams will be separated by size and will be two (2) to five (5). No individual member may be categorized within this category.

**Steps in Calculating the annual top producing Teams:**

- At the end of the year, the team leader will make sure that the MLS has an accurate accounting of each team member, they must be included in the MLS under the Team Leader before December 31<sup>st</sup> of the year.
  - Year end, DAOR will calculate the closed sides production of each team member and have the broker verify, those totals will be added up for the Team’s Annual numbers. The Team Leader may have already verified with DAOR their quarterly totals, and DAOR has already approved – this will be their final total for that quarter(s), and nothing will be added or changed in calculating the Annual. If a team member joins DAOR by transferring from another Association of REALTORS® prior to November 1st their production from the previous association will be considered. However, only transactions that can be verified through the MLS will be counted.
  - DAOR starts the calculation based on the MLS data, if anything was added to their totals it was done at either the end of the quarter, or the end of the year – DAOR will investigate the proof of off MLS “buyers” submission.
  - DAOR will separate the Mega Team from the Teams five (5) and under. DAOR will verify that the team wants to participate and if not DAOR will move on to the next, in putting together the Top Teams.
  - DAOR will determine how many Teams there will be after the Mega Teams were established. Example: if there are four (4) Mega Teams being 1<sup>st</sup> place to 4<sup>th</sup> place, that will leave six (6) regular teams 1<sup>st</sup> place to 6<sup>th</sup> place. There will still be ten top teams – some Mega Teams, some Regular Teams, both starting with 1<sup>st</sup> place.
  - Broker will need to sign and verify that the Team is truly a Team.
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**Annual Top Producing Office Category - All Offices must be in good standing with DAOR.**

- Agents that are registered under the office ID will be considered – any agent not registered with DAOR, but under that office will not be considered. Similarly, agent’s DRE license must be under that said office.
- Office whose broker is not primary with DAOR cannot participate, unless office is 80% DAOR Members, and Broker also joined DAOR as a secondary member.
- Offices that are satellite based and not brick and mortar cannot participate.
- Agents from offices who have more than one location, including satellite offices cannot be included as part of the main office – again, only agents whom is DRE and MLS registered under said Office may be considered/added.
- **If Offices have new members joins DAOR by transferring from another Association of REALTORS® prior to November 1st their production from the previous association will be considered. However, only transactions that can be verified through the MLS will be counted.**

**Steps in Calculating the annual top producing Offices:**

- Clear offices from prerequisites – eliminate any Office that does not pass the above rules.
  - Year end, DAOR will start the calculation based on the MLS data. DAOR will send a notice to the Office Broker of their final count. If the office has a different final count, then the difference will be investigated as follows:
    - o *For offices that are 100% DAOR Members.* Are any off MLS buyer sides already approved through quarterly evaluations? Add those to the count – What is left? Split the difference 50/50.
      - Example: DAOR shows .....300 closed sides
      - Broker Office shows .....340 closed sides
      - Approved off MLS thru quarterly investigations .... 10 closed sides
      - Add 50/50 Split (30 sides) ..... 15 closed sides
      - Office enters Program with 335 closed sides
    - o *For offices that have non DAOR Members.* Are any off MLS buyer sides already approved through quarterly evaluations? Add those to the count – What is left? Remove the closed sides from the nonmembers. Split the difference 50/50.
      - Example: DAOR shows .....300 closed sides
      - Broker Office shows .....340 closed sides
      - Approved off MLS thru quarterly investigations .... 10 closed sides
      - Remove any nonmember’s closed sides.....<20 closed sides
      - Add 50/50 Split (10 sides) ..... 5 closed sides
      - Office enters Program with 315 closed sides
  - DAOR will verify that the office wants to participate and if not DAOR will move on to the next, in putting together the Top Offices.
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Annual Commercial Top Producer Category – DAOR will reach out to the membership to locate top commercial agents. Members must be in good standing of the DAOR. 1<sup>st</sup> thru 3<sup>rd</sup> Place is awarded.

Steps in Calculating the annual top producing Commercial

- The Commercial Top Producer will send DAOR their annual GCI From January 1 through December 31 of the relevant year.
- This GCI will not be accepted for consideration if the Verification / Participation Form is not submitted by Broker.