

# AEF APPLICATION INSTRUCTIONS

## GENERAL QUALIFYING REQUIREMENTS

- \* You must have been a REALTOR® member of RAMP before April 30, 2019. (Award is for 2019 production)
- \* To receive points for any award, your production must be certified by your broker of record or office manager.
- \* A sale is defined as (A) a closed sale with the title transferred and (B) the commission is paid.
- \* A lease is defined as (A) a lease signed by all parties and (B) the commission is paid. Renewals do not count.

## STEP-BY-STEP INSTRUCTIONS (correspond to question numbers on form at right)

- 1. Qualifying category.** You may select only one category and must choose between volume or units.
- 2. Category totals.** You must attach a production accounting print-out from your company to verify the numbers entered on these lines. If your firm does not provide a "company production report," you must attach a certification letter on company letterhead signed by the broker of record.
- 3. Award level and team status.** Select an award level based on your responses to Sections 1 and 2 and the cut-off guidelines specified beside each category. To determine your status as a team or individual, see below. Status determinations are subject to verification; **all decisions of the AEF Committee shall be final in this matter.**

INDIVIDUAL AGENT	TEAM OF TWO OR MORE
Do you work completely on your own without assistance from any other person? If so, you qualify for recognition as a single agent.	Is there a person (spouse, parent, adult child, secretary, marketing specialist, or licensed assistant) who assists you for 20 hours or more per week? Or, is there such a person who is called your assistant? If the answer to either question is "yes," you must register as a team.

- 4. Plate and plaque orders.** AEF recipients have the option of marking each award year on a commemorative plaque. You may order a 2019 plate to affix to your existing plaque, order a new plaque, or order none.
- 5. Statement of applicant.** This form will not be considered complete without your signature.
- 6. Certification by broker or office manager.** See instructions under Section 8.
- 7. Payment.** All forms must be accompanied by a check to cover, at minimum, **the \$25 application fee.** Adjust the total as necessary in accordance with your plate/plaque preferences. **Applications must be received by 5:00 p.m. on November 17, 2020.** Without exception, applications received after that time will not be accepted.



FOR QUESTIONS ABOUT THIS APPLICATION, PLEASE CONTACT  
JOHN PETRACK AT (412) 563-5200 EXT. 212 OR JEFF ZIRNGIBL AT (412) 563-5200 EXT. 216.



# 2019 AEF APPLICATION FORM

NAME(S) (as it should appear in written form) \_\_\_\_\_

OFFICE NAME \_\_\_\_\_

OFFICE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

OFFICE PHONE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_

FACEBOOK \_\_\_\_\_ TWITTER \_\_\_\_\_

BROKER OF RECORD / MANAGER (Manager must be a broker or associate broker) \_\_\_\_\_

## 1. QUALIFYING CATEGORY. (Select only one. Check volume or units.)

- |                        |                                 |                                |  |
|------------------------|---------------------------------|--------------------------------|--|
| RESIDENTIAL SALES      | <input type="checkbox"/> VOLUME | <input type="checkbox"/> UNITS | (51% of volume or unit total must be residential sales)      |
| RESIDENTIAL LEASING    | <input type="checkbox"/> VOLUME | <input type="checkbox"/> UNITS | (51% of volume or unit total must be residential leasing)    |
| NEW CONSTRUCTION SALES | <input type="checkbox"/> VOLUME | <input type="checkbox"/> UNITS | (51% of volume or unit total must be new construction sales) |
| COMMERCIAL SALES       | <input type="checkbox"/> VOLUME | <input type="checkbox"/> UNITS | (51% of volume or unit total must be commercial sales)       |
| COMMERCIAL LEASING     | <input type="checkbox"/> VOLUME | <input type="checkbox"/> UNITS | (51% of volume or unit total must be commercial leasing)     |
| FORECLOSURES           | <input type="checkbox"/> VOLUME | <input type="checkbox"/> UNITS | (51% of volume or unit total must be foreclosures)           |

## 2. CATEGORY TOTALS. (Add totals from all pages of company production report and insert here.)

2019 DOLLAR PRODUCTION \_\_\_\_\_ 2019 NUMBER OF UNITS \_\_\_\_\_

## 3. AWARD LEVEL. (See instructions to determine team status. Check level based on category totals.)

### INDIVIDUAL AGENT WORKING ALONE

- BRONZE** (\$2.0 million to \$2,999,999.99 **OR** 24 to 30 closed units)
- SILVER** (\$3.0 million to \$4,999,999.99 **OR** 31 to 39 closed units)
- GOLD** (\$5.0 million to \$9,999,999.99 **OR** 40 to 51 closed units)
- PLATINUM** (\$10 million to \$19,999,999.99 **OR** 52 to 99 closed units)
- TITANIUM** (\$20 million+ and 40 closed units **OR** 100+ closed units)

### TEAM OF TWO OR MORE

- BRONZE** (\$2.0 million to \$2,999,999.99 **OR** 24 to 30 closed units)
- SILVER** (\$3.0 million to \$4,999,999.99 **OR** 31 to 39 closed units)
- GOLD** (\$5.0 million to \$9,999,999.99 **OR** 40 to 51 closed units)
- PLATINUM** (\$10 million to \$19,999,999.99 **OR** 52 to 99 closed units)
- TITANIUM** (\$20 million+ and 40 closed units **OR** 100+ closed units)

## 4. PLATE AND PLAQUE ORDERS. (Optional. If uninterested, proceed to Question 5 on reverse.)

I would like to order a plate to add to my existing plaque.  
(ADD \$5.00 TO TOTAL DUE)

I would like to order a new (or first time) plaque, which includes a  
2019 plate. (ADD \$30.00 TO TOTAL DUE)

APPLICATION CONTINUES ON REVERSE OF THIS PAGE



## 5. STATEMENT OF APPLICANT. (You must read and sign below before submitting this application.)

I, the herein REALTOR® do hereby apply for membership in the AEF Ring of Excellence and affirm that the statement made on this application is true and correct. I agree to abide by the Rules & Regulations of this Fraternity.

\_\_\_\_\_  
YOUR SIGNATURE

## 6. CERTIFICATION AND RECOMMENDATION BY EMPLOYING BROKER. (During 2019)

I do hereby affirm that the herein REALTOR® did list and/or sell the properties itemized with this application during the year 2019 and recommend this REALTOR® for acceptance into the AEF Ring of Excellence.

\_\_\_\_\_  
SIGNATURE OF OFFICE MANAGER OR BROKER OF RECORD (**Circle one**)

\_\_\_\_\_  
DATE

**\*Office manager must be a broker or associate broker to sign.** If an applicant has worked for more than one REALTOR® broker of record during calendar year 2019, the applicant must submit a form verifying closed sales, leases, and closed listings for each office and signed by the REALTOR® broker of record or qualifying office manager of **each respective office**.

## 7. CALCULATE TOTAL DUE AND PREPARE APPLICATION PACKET.

_____ <b>\$25 APPLICATION FEE + (Check all that apply)</b>	<b>WHAT YOU MUST INCLUDE ALONG WITH THIS FORM:</b>
+ _____ \$5.00 Plate Fee	✱ <b>Company accounting print-out</b> to verify production. (MLS sheets <b>not</b> required).
+ _____ \$30.00 Plaque Fee	✱ Broker of record or office manager <b>signature</b> under Section 6 above.
= _____ <b>TOTAL DUE</b> (Make check payable to RAMP)	✱ <b>Check</b> (payable to RAMP) to cover application fee and plate/plaque.

**Mail to: RAMP ✱ 1427 West Liberty Avenue ✱ Pittsburgh, PA 15226**  
**Applications received after 5:00 p.m. on November 17, 2020 will not be accepted.**