

Those eligible for the Rookie of the Year Award are active REALTOR® members in good standing with CAAR who joined CAAR new to the business on or after April 1st of the previous calendar year. Agents who joined CAAR on or after April 1st of the previous year who were NOT nominated for this award in the previous year are eligible for nomination this year. However, only production from the current calendar year can be counted towards this award -- that is, no production may be carried over from the prior year. Agents who joined CAAR January 1 - March 31st of the current calendar year are only eligible for nomination during this calendar year.

CONFIDENTIAL

This is highly confidential information to be viewed only by members of the Awards Project Team.

Name of Nominee: _____

Firm: _____

Date Nominee Joined CAAR: _____ Date Nominee Licensed: _____

Submitted by Name (please print): _____

Submitted by Signature: _____

Date Submitted: _____

CAAR tracks courses and events that members attend through CAAR and Master Groups and Project Teams on which they serve. Call CAAR at 817-2227 to request a "Profile" sheet which must be attached to your nomination form.

Should you have any questions concerning the nomination form or its criteria, please contact Mary Elizabeth Allen at CAAR at 817-2396.

Deadline: Friday, January 8, 2010

Return Nomination Forms by the deadline to:

**Awards Project Team
c/o CAAR
550 Hillside Drive
Charlottesville, VA 22901
Fax 434-817-2836**

Nominee Name: _____

Please list all answers on this form and attach your Profile. Thank you!

1. **Volume**: Please indicate Sales/Rental Activity:

Volume is defined as 100% of the transaction amount (i.e. sales price, gross rent) of the property. Co-listings and co-sales will be credited according to the % of split between or among the agents per side. Sales/rental activity is considered to be closed. The below information should be for the year of eligibility as indicated. **(40 points)**

Total # of listings sold/leased: _____ Total Volume of listings sold/leased: _____

Total # of sales/leases: _____ Total Volume of sales/leases: _____

Total # of transactions: _____ Total Volume: _____

2. **Education**: Please list what the nominee has done to improve his/her knowledge of the real estate profession. For example, list courses of instruction completed, seminars and/or conventions attended, and designations received or in the process of attaining for the year of eligibility. **Courses or seminars that are required for licensure or REALTOR® membership should not be included on this application. (30 points)**

3. **CAAR & Civic**: Please list the nominee's participation in the Charlottesville Area Association of REALTORS® & civic activities for the year of eligibility (i.e., General Membership Meetings, Project Teams, volunteering, etc.): **(30 points)**

4. Please attach a printout of your MLS statistics for the time period 11/01/2008 through 12/31/2009. Applications will not be considered final without this printout. To obtain the printout, follow the directions below.
1. Log in to www.caarmls.com using your individual login and password.
 2. Click on the 'Statistics' tab at the top of the page.
 3. Go to the drop-down menu for 'Report Type' and select 'Market Penetration by Agent'.
 4. Directly underneath 'Report Type', click on 'Either Side'.
 5. Click on 'Agent' and fill in the appropriate information for yourself in the pop-up box. Hit 'Find' and select yourself from the list that appears. This will close the pop-up box.
 6. Underneath 'Status', click on 'Sold' only.
 7. At the bottom, fill in the 'From Date' box with 11/01/2008. Fill in the 'To Date' box with 12/31/2009.
 8. Click the 'Report' button at the bottom of the page.
 9. Your statistics will come up. Click on the number in blue underneath 'Sides'.
 10. This will generate a new window with all of your sales for the given time frame.
 11. Click on the Printer button in the upper-left-hand corner of the window. It is the fourth button from the left.
 12. Attach the printout to this form.

I hereby certify that the above information is true and correct to the best of my knowledge. I understand that in order to qualify for the CAAR Rookie of the Year Award I must be a Primary or Secondary REALTOR® member in good standing with CAAR and that all applications are subject to approval by the CAAR Awards Committee.

REALTOR® Signature: _____ Date: _____

Print Name: _____ Firm: _____

Broker Signature: _____ Date: _____

Print Name: _____ Firm: _____