SAVANNAH AREA REALTORS® Distinguished Sales Society RULES - 2026

The following are rules for eligibility in the Distinguished Sales Society (DSS).

I. **PURPOSE:** The Distinguished Sales Society (DSS) recognizes REALTORS® who have participated in a total sales volume of **$1,000,000** or more in closed transactions during any calendar year and a minimum of eight (8) transactions. Additionally, because SAR is a member-driven organization that depends on volunteerism for survival, Distinguished Sales Society Volunteer Credits are awarded for participation in committees, work groups and sanctioned community service activities.

Activities include:

- REALTOR® Care Workdays – Chatham, Bryan or Effingham counties minimum 4- hour shifts. These will be scheduled and information sent out.
- Adopt-A-Family workdays – minimum 4- hour shifts
- Blood Donations – Scheduled events at the SAR BOD or at any Blood Bank (must have documented proof of contribution)
- Play-It-Forward participation – attend and show proof of purchase from the Ronald McDonald House wish list
- Buddy Walk – must register and participate at the Buddy Walk
- Ronald McDonald House – register and participate
- Putt-Putt -must register and participate
- Savannah Banana Game Day- must purchase a ticket, sign in at event and bring donation from list
- Garden City Salvation Army workdays – minimum 4 -hour shift
- Habitat for Humanity workdays – minimum 4- hour shift
- Lockbox Audit – Work the week of Lockbox Audit minimum 4- hour shift
- Awards Committee Workdays- minimum 4- hour shift
- YCR Relay for Life
- Attend two (2) committee meetings

Our wish is to have the Distinguished Sales Society members recognize the importance and advantages of volunteering at the Savannah Area REALTORS®. **Service Credits will also be issued for monetary contributions to approved SAR charities and/or political contributions on your SAR Dashboard only. Included are:**

- Make-A-Wish (this will go to a local child) $250
- Safe Shelter $250
- Neighbors Feeding Neighbors $250
- Family Promise $250
- Disaster Relief Fund $250
- RPAC investments, PAF investments, Corporate Ally investments $500 for one Service Credit, $1,000 for two Service Credits

II. **ELIGIBILITY:** Any licensed **REALTOR®** Member in good standing with the Savannah Area REALTORS®. Applicants must hold **primary** membership with SAR during the qualifying year. **Annual SAVANNAH AREA REALTORS® Membership dues must be paid BEFORE submission of application for the Distinguished Sales Society, online in your member dashboard, not to be combined with application fee and the printed receipt included in your packet. Attendance verification of two (2) SAR/SMLC committee sanctioned projects/events (per application).** - To be eligible for membership in the SAR Distinguished Sales Society, an applicant must participate in TWO committee-sanctioned projects or activities. **The member must be *on time and remain for the duration*.** Attendance at SAR or SMLC Directors meetings as a Director will count toward satisfying these criteria. Luncheons, social activities, education, WCR participation and committee meetings DO NOT qualify. ***The participation and or contribution Report can be found in your member portal. You must print the report and include in your packet.***
If you are applying for both Residential and Commercial, you must have at least a total of four (4) Service Credits.
All documentation evidence, i.e. Sales contract or listing agreement must have **agent's signature on the document.**

III. **ELIGIBILITY PERIOD:** Transactions closed during the calendar year. Leases may be counted only in year of lease origination.

IV. **CRITERIA:**

- An accumulative total volume of $1,000,000 closed during calendar year with (2) Service Credits.
- A minimum of eight transactions. (Each transaction is to be listed separately; i.e., sale and listing of same property must be entered as two separate transactions)
- Sales - 50% volume credit.
- Listings - 50% volume credit.
- Leases - Leases of 12 months or longer will be given credit for the gross aggregate rental.
- In sales between two offices, or two agents in the same office, the selling agent will receive 50% credit and the listing agent will receive 50% credit for the sale. (If the agent sells his own listing, then volume credit is given for listing and sale equal to 100% of actual price property sold for; i.e., 50% for sale and 50% for listing.)
- **Teams or Co-Listings/Sells - If two agents jointly list property, credit will be divided equally (25% each) and requires standard documentation. Transaction credit will be given to each agent listed on the listing agreement and the final sales contract.**
- If you are one of the sales agents for a developer, i.e.; the only developer you represent, the developer may not assign listing credit for company-owned inventory. Therefore, the salesperson will receive sales credit only. If a project is listed specifically with one agent, and that agent services the project, then listing and sales credit may be given. On the development projects, the properties must be published in the MLS indicating a listing agent prior to the sale.
- A broker in recording his sales may count only those sales made personally.

In reference to builders and developers:
1. A builder who applies for membership may qualify by counting his personal sales. (Same as broker who may count only personal sales.)
2. Developers may not count any development of land in which they hold an interest.

In reference to new homes:
1. Agent who solicits listings of builders' homes, receives a listing agreement and actively services it, may count the property as a listing.
2. When broker/builder assigns new homes to agent who works for him, broker/builder must sign a listing contract with salesperson and salesperson must service this listing in the same manner as any other listing. Signed contract must be filed.
3. If you contract with a builder for a custom-built home, with proper documentation, credit may be given for the listing and sale.

No Commission Sales:
1. If you represent a sale where no commission is involved, you may still take credit for the sale.

In reference to personally-owned real estate:
1. Credit will be given for sale or purchase of personal real estate with proper documentation.

In reference to one-time showings:
1. Credit for listing and/or sale will be given for sales resulting from one-time showings provided there is a written listing contract or contractual agreement between seller and broker. Listing credit will not be given for builder/developer new home sales.

In reference to VA and HUD
1. VA - only sales credit will be given.
2. HUD repos - sales credit can be given, and listing credit will be given if broker has proper listing documentation from HUD, the listing is put in the MLS and appears on the Matrix Agent Awards Report.

V. **APPLICATION**

1. All candidates must complete the Application Form. Application Form or Agent Awards Report must be filled out

completely.

2. Application Form and Performance Record or Agent Awards Report must be signed by the agent.
3. **APPLICATION FEE.** DSS Application Fee determined in December of each year. This fee is to be paid in your member dashboard.

VI. DOCUMENTATION

1. **MATRIX DOCUMENTATION-**A copy of the **Agent Awards Detail Report** from Matrix may be submitted.
   How to run the Agent Awards Detail Report in Matrix: (1) Click the Market Reports Tab in Matrix, (2) Select the Agent Awards Report, (3) Verify the start and end dates, (4) Enter your Agent ID (it's the same as your Matrix Login ID),
   (5) Click Generate Report, (6) Print the Report
   OR
2. **STANDARD DOCUMENTATION-** Each transaction is to be listed separately; i.e., sale and listing from same property must be entered as two separate transactions. One closing statement is sufficient for both transaction sides. Staple total transaction together and indicate both numbers if it is a listing and a sale.
   Listing office and selling office numbers must be shown on each entry.
   Copies of listing contracts or contractual agreements, sales contracts, closing statements or combination of these contracts, whichever applies to the transaction, must be submitted. All signatures must be on the documentation submitted for credit, including purchaser, seller and salesperson. The salesman's' signature is not required on closing statements. ***(If using GAR contracts, only page 1 and final signature page required (i.e., page 4 or 5 or final accepted counter- offer page)***
3. Each page of Performance Record must be totaled, carrying forward the total to the next page. Documentation must be in same order as listed on Performance Record. Number the documentation to correspond with Performance Record. Closing Statement can cover two entries (Sale and Listing).
4. Lease documentation must include pages that confirm Terms, Agency Disclosures and Signatures (only). The entire lease is not necessary.
5. You may use the Agent Awards Detail Report for transactions reported on Matrix and include standard documentation for other sales that are not in Matrix if needed to complete your total sales volume.
6. Application to be submitted online using the online form and submission option

VII. DEADLINE/FINES

Prescreening: If your application is received by **THURSDAY, JANUARY 7, 2027 4:00PM** at the Board office, it will be reviewed by the committee for the proper format and attachments. Any discrepancies may be corrected without penalty by the deadline of **THURSDAY, JANUARY 14, 2025 4:00pm** Board office.
Deadline for submission of application is **THURSDAY, JANUARY 14, 2027 AT 4:00PM**. **Fines** vs. disqualification will be the choice of the applicant.
Late Charge: $100 per day, payable when application is submitted, up to five (5) days after final deadline, or $500.00.
Technical/Eligibility Discrepancies: Beginning January 14, 2027 at 4:01 pm, $100 per day beginning with day of notification to applicant. Maximum to correct: 5 days, $500.00. "Notification is considered an attempt by the committee, by telephone to the applicant, to broker in absence of applicant, or to office representative if both are not available. In the event no contact can be made by telephone, an email will be sent. The applicant will have until 5:00 p.m. the next business day to correct application at $100 per day. No applications will be accepted beyond five (5) days, $500 fine maximum. Fines are due upon receipt of corrected application.

VIII. AWARDS PRESENTATION:

Awards will be presented at the Annual Awards Celebration. NO ADVERTISING IS PERMITTED BY COMPANIES REGARDING QUALIFICATION OF THEIR SALES ASSOCIATES IN THE SAR DSS PRIOR TO THE ANNOUNCEMENT PUBLISHED BY THE BOARD.
Brokers, if you are advertising your agents as SAVANNAH AREA REALTORS® DSS members, they must have been officially notified of their acceptance by the Board office and in the news release submitted by the Board prior to your advertisements.

IX. CLASSES OF DISTINGUISHED SALES SOCIETY MEMBERSHIP

1. MEMBER - Basic qualification for Membership is one who has been elected for the first time.
2. CONTINUING MEMBER - shall be one who has been elected to Membership for years 2-9.

3. COMMERCIAL - A minimum of 75% of total volume must be in commercial real estate and a minimum of 4 closed commercial transactions.
4. RESIDENTIAL - A minimum of 51% of total volume must be in residential real estate and a minimum of 8 closed residential transactions.
5. REALTORS® with Membership in the DSS ten years or longer will receive a Special Recognition Award, whether Residential or Commercial.

X. **ADVERTISING BY MEMBERS:** Must state the correct category of Membership and the last year you qualified, if there was an interruption of Membership.

NOTE: These rules will be reviewed and approved annually and will supersede any previous rules or regulations!

You will be notified by a committee member ONLY if there is a problem with your application

Member Company _____

Member Name _____

Phone _____ (Office) _____

SAVANNAH AREA REALTORS®
7015 Hodgson Memorial Drive
Savannah, Georgia 31406-2597

P E R F O R M A N C E R E C O R D

	PROPERTY ADDRESS	L / S	DATE CLOSED	LISTING/ SELLING OFFICE #	PURCHASE PRICE	AMOUNT TO BE COUNTED
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

TOTAL _____

APPLICANT'S SIGNATURE _____ **DATE** _____

BROKER'S SIGNATURE _____ **DATE** _____ **PAGE** _____ **OF** _____

NOTE: *IF IT'S YOUR LISTING AND SALE, IT MUST BE RECORDED* ***SEPARATELY*** *ON TWO SEPARATE LINES.* * NM if not a Member of MLS.

SALESMAN'S PERFORMANCE RECORD – LEASES

FIRM NAME:_____ **Agent:**_____

Firm Address:_____**Address:**_____

Firm Phone:_____

Cell Phone:_____

LEASING SHEET

PROPERTY ADDRESS	LENGTH OF LEASE (12 mo. Required)	ANNUAL	GROSS RENTAL	CREDIT CLAIMED

_____ _____ _____

Applicant's Signature Date Broker's Signature

Lease Documentation must include pages that confirm Terms, Agency Disclosures and Signatures (only).
(The entire lease is not necessary)

(Please Use Additional Pages if Needed!)