



December 14, 2009

ATTENTION BROKERS!

To simplify the application process, all 2009 COE and Honor Society applicants must submit COE and/or Honor Society applications with a \$50 processing fee to their broker by Friday, January 29, 2010. Brokers must list all applications on the attached broker certification form and submit directly to ACAR by Wednesday, February 3, 2010. *Applications will not be accepted without broker certification form.*

Completing the Broker Certification Form –

1. List all qualifying agents by name, 2009 closed dollar volume, and COE category on attached form.
2. Sign and date broker certification form and submit form with original agent applications and \$50 fee per application to ACAR no later than Wednesday, February 3, 2010. Late COE applications will be accepted through Wednesday, February 10, 2010 with an additional \$50 late fee per application (\$100 total per application – no exceptions).

2009 COE qualifying categories are:

- BRONZE - Minimum \$2.5 million closed production
- SILVER - \$3 million to \$4 million closed production
- GOLD - \$4 million to \$5.5 million closed production
- PLATINUM - Over \$5.5 million closed production

The Circle of Excellence award is an individual award and qualifications are calculated **per individual**. If commissions are shared as a team, calculate production share using the same percentage as the commission split. Applicants must be a **primary member** of ACAR for the year 2009, in good standing at the time of the actual transactions, and remain in good standing to receive recognition. *Secondary members are not eligible.*

If you have any questions, please contact Judy McLaughlin @ 947-7230.

***Circle of Excellence Banquet -Friday, February 26, 2010
Stueckle Sky Club @ Boise State University
Tickets go on sale Thursday, January 28, 2010 - \$35 per person
Our theme this year – *The Year of the Tiger!****

**BROKER CERTIFICATION FORM
FOR 2009 ACAR COE PRODUCTION AWARD
*(Duplicate form as needed)***

AGENT NAME <small>(Clearly print or type)</small>	TOTAL CLOSED DOLLAR VOLUME <small>(calculated per individual)</small>	CATEGORY <small>(Bronze/Silver/Gold/Platinum)</small>

BROKER CERTIFICATION: *"I certify each applicant listed above has LISTED and/or SOLD or LEASED at least \$2.5 million in closed production in the year 2009. I understand ACAR reserves the right to audit applications. Applicant and brokerage agree substantiating documents for the purpose of verification of closed production will be provided upon request."*

Name of Broker: _____ **Office:** _____

Signature of Broker: _____ **Date:** _____

Please Note: Agent applications will not be accepted without broker certification. **Submit signed broker certification form with all original agent applications and application fees to ACAR no later than Wednesday, February 3rd, 2010.** Late applications will be accepted through Wednesday, February 10, 2010 with an additional \$50 late fee per application (\$100 total per application – no exceptions).