

2023 Circle of Excellence Entry Fields

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|--|---------------------------|
| Transaction Type | Required - pull down list |
| Date Transaction Closed | Required |
| Property Name | Required |
| Property Address | Required |
| Suite # (if applicable) | If Applicable |
| Total Square Footage or Acreage | Required |
| Sales Price or Aggregate Lease Value | Required |
| % of Applicant's Volume Credit (enter as decimal) | Required |
| Additional In-Market Broker Names | If Applicable |
| % of in-market broker Volume Credit (enter as decimal) | If Applicable |
| Out-of-Market Brokers (enter office location only) | If Applicable |
| % of out-of-market broker Volume Credit (enter as decimal) | If Applicable |
| | |
| Dual Agency agreement signed by both parties? | Required |
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NOTES:

Total % of Volume Credit (must total 100%) Entry is correct if field is **GREEN**.

Dual Agency agreement signed by both parties If field appears **RED**, please remove and add to the appropriate worksheet.
