

**2025 Sales Manager Citation Award**  
 (Use this form if only applying for a Citation)

Select Entry Category:

- New Construction Sales Manager
- General Sales Manager

Applicant Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Number of Homes Placed Under Contract in 2025 \_\_\_\_\_

Number of Homes Closed in 2025 \_\_\_\_\_

Dollar Volume Placed Under Contract in 2025 \_\_\_\_\_

Dollar Volume Closed in 2025 \_\_\_\_\_

Number of Communities: \_\_\_\_\_

**Entry Checklist**

- \_\_\_\_\_ Closed Sales Report from Matrix for each community in clear protective sheets included in entry presentation binder
- \_\_\_\_\_ Category Entry Form in clear protective sheet as the **first page** in entry presentation binder
- \_\_\_\_\_ Registration Sheet placed in the **front cover** of entry presentation binder
- \_\_\_\_\_ Entry Fee

**Judging Criteria**

A Broker, sales manager or sales supervisor with sales management responsibilities will get credit for the total dollar volume of new home sales achieved by his or her staff.

The sales manager's primary responsibility must be the management of a sales staff and may not have any personal sales with commission earned from any sale of homes in the communities where he or she also manages other salespeople to count them for purposes of this citation.

The sales manager total sales must include 10% new home sales.

To qualify under these categories, a sales manager must have reached or exceeded the following annual sales volumes during the 12-month period between January 1, 2025, and December 31, 2025:

- Bronze Citation: \$5,000,000 to \$9,999,999 in CLOSED Sales Volume**
- Silver Citation: \$10,000,000 to \$24,999,999 in CLOSED Sales Volume**
- Gold Citation: \$25,000,000 to \$49,999,999 in CLOSED Sales Volume**
- Platinum Citation: \$50,000,000 to \$59,999,999 in CLOSED Sales Volume**
- Diamond Citation: \$60,000,000 and over in CLOSED Sales Volume**