



**GREATER PROVIDENCE  
BOARD OF REALTORS®**  
ETHICS • PROFESSIONALISM • INTEGRITY



## **2017 CIRCLE OF SALES EXCELLENCE AWARDS**

- **Please submit application electronically as we are paperless – no paper copies will be accepted.**
- **Please email these to [2017awards@gpbor.realtor](mailto:2017awards@gpbor.realtor) and ask for a return receipt.**
- **Deadline for submission is our close of business day: 4:30 p.m. on February 1, 2018 – NO EXCEPTIONS OR EXTENSIONS!**

*The Circle of Sales Excellence Awards are sponsored by the Greater Providence Board of REALTORS®. The purpose is to recognize and encourage outstanding members of the Greater Providence Board of REALTORS® and to honor their achievements. Any Greater Providence Board of REALTORS® member who attains the designated sales goals and has submitted the required documentation is eligible for the Circle of Sales Excellence Award. A team of GPBOR members volunteer their time to review all applications.*

**\* Any party or candidate found to have falsified information or documentation will be disqualified from participating.**

**Page 2-3 - Guidelines &  
Rules**

**Page 4 - How to pull  
reports in MLS**

**Page 5 - Non-MLS Sales  
Award Verification Form**

*GPBOR - successfully implementing tools & innovative technologies... helping to cultivate leaders in their real estate communities.*



# GUIDELINES

**CATEGORIES FOR 2017 PRODUCTION YEAR**  
GPBOR Circle of Sales Excellence Awards

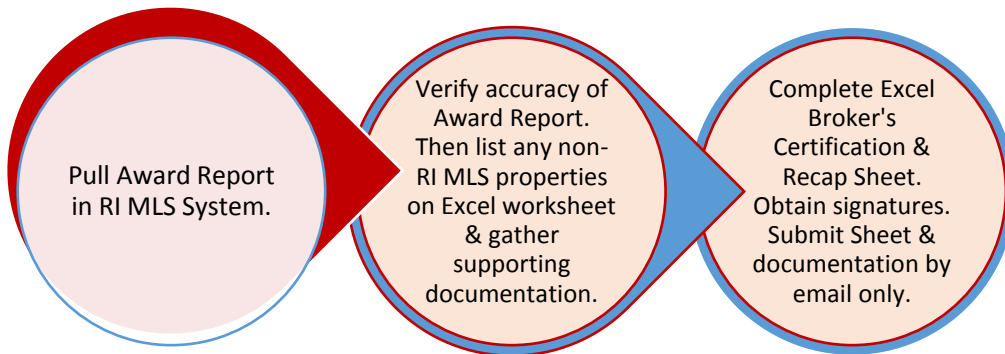
Bronze	\$3,000,000 - \$4,999,999 Million	Platinum	\$13,000,000 - \$19,999,999 Million
Silver	\$5,000,000 - \$7,999,999 Million	Platinum Plus	\$20,000,000 Million and Over
Gold	\$8,000,000 - \$12,999,999 Million		

\*Volume Calculation for 2017 Production Year\* Listing  
 Agent – Entitled to 100% of final sales price Selling  
 Agent – Entitled to 100% of final sales price  
 Both Listing & Selling Agent – Entitled to 200% of final sales price

NO paper copies will be accepted – please email application and all documentation to [2017awards@gpbor.realtor](mailto:2017awards@gpbor.realtor) no later than 4:30 p.m. on 2/1/2018. Be sure to request a delivery receipt on your email. All applications must contain original signatures.

*The links to the Circle of Sales Excellence Awards Broker’s Certification and Recap Form, the Non-MLS Certification Worksheet, Non-MLS Sales Verification Form and the rules for the 2017 Production Year will be emailed out to every GPBOR member on 12/19/17. They are also available on our website, [www.gpbor.realtor](http://www.gpbor.realtor). See “Member News”. Questions? Call (401) 274-8383, ext. 10, or email: [2017awards@gpbor.realtor](mailto:2017awards@gpbor.realtor)*

## HOW TO PREPARE YOUR APPLICATION:



# RULES

## **I. REQUIREMENTS FOR CERTIFICATION WORKSHEET**

- a. Each candidate must be a member in good standing of the Greater Providence Board of REALTORS®.

- b. All **CLOSED** transactions between January 1<sup>st</sup> and midnight December 31<sup>st</sup> of the contest year (2017) shall be counted for eligibility.
- c. Candidates must achieve a minimum of \$3,000,000 volume to qualify for the first category -- the Bronze Award.
- d. The required volume can be a combination of both residential and commercial.
- e. Volume to include MLS sales as well as non-MLS sales in any state. Volume to include all types of real property; i.e. residential, condominiums, land, multi-family, commercial.
- f. The Broker's Certification and Recap Form and the MLS Market Share Report must be certified by all Principal Brokers with whom candidate had been associated during the contest year. (Original signatures are required.) ***Principal Broker must initial all Non-MLS listings on Non-MLS Certification Worksheet.***
- g. An Awards candidate *may apply to only one Board's Sales Awards Program* for the same sales volume.
- h. In the event a Greater Providence Board of REALTORS'® sales agent transfers from one office to another office, all transactions **CLOSED** in the contest period shall be counted.
- i. For any unique situations not covered by this form, inquiries setting forth the specific circumstances should be forwarded to the Greater Providence Board of REALTORS® (Attention: Awards Task Force) for final resolution by this group. Please email [2017awards@gpbor.realtor](mailto:2017awards@gpbor.realtor)
- j. Referral fees, Rentals and/or Leases are **not eligible** for the sales volume total.
- k. In the event of a dispute between the team leader and a team member regarding credit for the Awards, a team member must leave his/her volume with the team for the period of his/her affiliation, unless there is written agreement to the contrary between the parties involved.
- l. New this year, we will no longer provide paper certificates. GPBOR will provide electronic certificates **only**, as well as digital badges, to each applicant successfully approved by the Awards Task Force. Members are then responsible for their individual marketing efforts and announcing their membership in our annual Circle of Sales Awards Excellence Program, once they are notified by the GPBOR on the outcome of their application.

## **II. RULES FOR CERTIFICATION**

- a. All applicants **must** use the MLS Market Award Report in Matrix, available on the Rhode Island Statewide Multiple Listing Service (MLS).
- b. Those who fit into **any one or more** of the following criteria **must** apply for a Team/Group award:
  - You utilize a licensed agent on a regular basis, or
  - You regularly have a licensed agent handle showings, or
  - You regularly have a licensed agent make presentations, or
  - You advertise and promote yourself as a Team.

If you apply as a Team/Group, list all of the licensed individuals who will be recognized with you.

***Team Applications require a Team MLS ID number – NO EXCEPTIONS. This Team MLS ID number to be reflected on all MLS Market Award Reports from RI's Statewide Multiple Listing Service's Matrix System.***

\* Those who do not fit into the Team/Group award **must** apply for an Individual Award and attest to the following criteria:

- I do not utilize a licensed agent on a regular basis, or
  - I do not regularly have a licensed agent handle showings, or
  - I do not regularly have a licensed agent make presentations, or
  - I do not advertise and promote myself as a Team.
- c. Non-MLS properties must be accompanied by a copy of the commission check or the commission check stub or the Non-MLS Sales Verification Form (see attached form). You no longer need the Principal Broker certification letter.
  - d. A listing or selling agent may not transfer or receive credit from any other agent in order to qualify for the award\*.
  - e. Only one agent will be allowed credit as the Listing Agent or the Selling Agent for any one given property\*.
  - f. Original signatures are required on all documentation.
  - g. **ALL ENTRIES SUBMITTED WILL BE REVIEWED.** The Awards Task Force reserves reserves the right to request additional documentation and supporting material.

**Any party or candidate found to have falsified information or documentation will be disqualified from participating.**



## **How to pull an award report in the RI MLS**

### **Instructions for Pulling MLS Market Share Report for 2017 in MATRIX.**

1. On the Menu bar of Matrix select Market Reports
2. Select Agent Awards Report
3. Enter the Start & End dates for the period desired.
4. Enter the Agent ID for a specific agent or Office ID for a list of all the agents in the office (You are not required to complete all fields. It is suggested that you use the Agent or Office ID)
5. Click Generate Report



**Non-MLS Sales Verification Form**

We/I, the undersigned, having been a party to the sale of the property located at:

\_\_\_\_\_  
Address City State Zip

do hereby authorize \_\_\_\_\_ to use this real property address as a Non-MLS transaction for  
Real Estate Agent

the sole purpose of submission to the 2017 Greater Providence Board of REALTORS® Circle of Sales Excellence Awards.

This authorization is only valid upon signature by applicable parties involved in the above-referenced sale.

\_\_\_\_\_  
Seller/Buyer Signature

\_\_\_\_\_  
Closing Date

\_\_\_\_\_  
Seller/Buyer Print

\_\_\_\_\_  
Contact Information – Cell or Email Address

\_\_\_\_\_  
Sales Agent Signature

Principal Broker is responsible for validity of this Non-MLS transaction.

\_\_\_\_\_  
Principal Broker

\_\_\_\_\_  
Company

**The Greater Providence Board of REALTORS® Awards Task Force retains the right to verify the above information.**