

GREATER PROVIDENCE BOARD OF REALTORS®

CIRCLE OF SALES EXCELLENCE AWARDS

**Deadline for submission: 3 p.m. on Tuesday,
January 31, 2012 – NO EXCEPTIONS!**

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 and publicize 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.

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

Total Transaction Sides Closed

Top 10 Teams

Top 10 Individuals

For your convenience, the Broker's Certification and Recap Form and the Non-MLS Certification Worksheet are available as an Excel file for your completion. They may be downloaded from our website (www.gpbor.com). See the "Circle of Sales" link found on the "News and Events" Page or you may request that they be e-mailed to you by calling us at (401) 274-8383 or emailing us at info@gpbor.com.

CATEGORIES FOR 2011 PRODUCTION YEAR

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 2011 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

I. REQUIREMENTS FOR CERTIFICATION WORKSHEET

- a. Each candidate for club membership must be a member in good standing of the Greater Providence Board of REALTORS®.
- b. All **CLOSED** transactions between January 1st and midnight December 31st of the contest year (2011) 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. Volume to include all types of real property; i.e. residential, condominiums, land, multi-family, commercial.

I.- Cont. REQUIREMENTS FOR CERTIFICATION WORKSHEET

- f. The Broker's Certification and Recap Form and the Market Award Search 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 Awards Club* 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 Committee) for final resolution by the Awards Committee.
- 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.

II. RULES FOR CERTIFICATION

- a. All applicants ***must*** use the Market Award Search report taken from the Statewide MLS website (see attached directions on how to pull Market Award Search report).
- 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.

* 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 WILL BE REVIEWED.*** The Awards Committee 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.

***ANNOUNCEMENT REGARDING
2011 PRODUCTION YEAR***

**Circle of Sales Excellence Awards Applications
Continue to be Electronic!**

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 2011 Production Year will be emailed out to every GPBOR member. They will be available in electronic format **only** as Excel and Word documents.

The application and all other information will be available online on our website, www.gpbior.com. See "Circle of Sales" on the News and Events Page.

No paper copies will be mailed.

Questions? Call (401) 274-8383 or
email info@gpbior.com

***The mission of the Greater Providence Board of
REALTORS® is to ensure the professional
success of its members.***

How to Pull a “Market Award Search” from MLS

For Listing Agent Side:

- Log onto MLXchange
- Highlight the “Search” feature on the blue tool bar
- Scroll down and highlight “Cross Property”, select and click on “Market Award Search”
- Input Listing Agent ID #
- Click: “Details” button at bottom right hand side of screen
- Click OK to execute the search
- At “Reports” dropdown menu on the upper left, select and click: “Award Report Sample”
- Click print button to print report

Repeat “Market Award Search” again for Selling Agent Side.

Be sure to conduct two separate searches or your final report will not be accurate. If you require assistance, please call the Board Office at (401) 274-8383, Monday – Friday 9:00 a.m. -4:00 p.m.

TO FIGURE TOTAL VOLUME:

Add: Total Sales Sold Figure and Total Listings Figure and Total Non-MLS from Worksheet = Total Volume (input this figure on front of Certification Recap Sheet).

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
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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 2011 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 Committee retains the right to verify the above information.