



NORTHERN RHODE ISLAND  
BOARD OF REALTORS®

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Email: [2018awards@nribr.realtor](mailto:2018awards@nribr.realtor) Web: [www.nribr.realtor](http://www.nribr.realtor)

**ALL 2018 APPLICATIONS MUST BE FILED ELECTRONICALLY ONLY  
DEADLINE IS 4:30 PM, FEBRUARY 1, 2019**

Email application & supporting documentation to [2018awards@nribr.realtor](mailto:2018awards@nribr.realtor) per the deadline noted below.  
Please request a read receipt on your email.

This document contains the following:

Pages 1—4 Diamond Sales Awards Guidelines &  
Page 4 Sample of Non-MLS Sales Certification letter  
Page 5 Directions on How to Pull a Market Award Report from MLS for 2018

## **Guidelines - Diamond Awards for Professional Sales**

Contest Period: January 1, 2018 through December 31, 2018.

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

### **I. GENERAL**

- A. The Diamond Award for Professional Sales, sponsored by the Northern Rhode Island Board of REALTORS®, is composed of outstanding members who are REALTORS® and who have attained designated sales and listing total. Any NRIBR member, who attains these designated goals, is eligible for participation in the Diamond Awards for Professional Sales.
- B. Each candidate for an award must have been a member in good standing of the Northern Rhode Island Board of REALTORS® any time between 1/1/2018—12/31/2018 and is eligible to participate in only one Board's Sales Recognition program. All applications shall be submitted electronically via email to [2018awards@nribr.realtor](mailto:2018awards@nribr.realtor). **No paper copies will be accepted.**
- C. A news release will be prepared and distributed to the media. All Principal REALTORS® are encouraged to publicize those sales agents who achieve the Diamond Awards for Professional Sales.
- D. ALL ENTRIES ARE REVIEWED. The Program Committee reserves the right to request additional documentation and supporting material. Office records pertinent to verification of information submitted shall be made available to the Committee upon request. **Applicants must comply with documentation requests within 5 business days. If an applicant does not provide the required documentation, this may result in the disqualification of their application.**
- E. Please call the Board at (401) 333-6343 or email [2018awards@nribr.realtor](mailto:2018awards@nribr.realtor) if you have any questions.

## II. PURPOSE

- A. To recognize and encourage outstanding members of the Northern Rhode Island Board of REALTORS®.
- B. To honor their achievements as individuals, teams and as members of the Local, State, and National REALTOR® organizations who are striving to provide the highest professional service in the real estate field.

## III. AWARD CATEGORIES

- A. Diamond Award for Professional Sales—Individual and Team
  - Achieve minimum qualification: ◊ \$1,000,000--\$1,999,999
  - ◊◊ \$2,000,000--\$2,999,999
  - ◊◊◊ \$3,000,000--\$4,999,999
  - ◊◊◊◊ \$5,000,000--\$6,999,999
  - ◊◊◊◊◊ \$7,000,000--\$9,999,999
  - Platinum: \$10,000,000 and higher

The required total may come from either residential or commercial sales (no lease, no rentals); a combined total will be considered.

## IV. CATEGORIES

- A. Sales and listings include: single family; multi-family; land, commercial and industrial buildings; commercial land in any state.
- B. All CLOSED transactions between January 1, 2018 and midnight December 31, 2018 shall be counted for eligibility purposes.
- C. All applicants must use the MLS Market Award Report in Matrix, available on the Rhode Island Statewide Multiple Listing Service.

Rhode Island MLS sales as well as non-MLS sales in any state shall be considered.

Listing or Sale Volume attained individually by one REALTOR® cannot be assigned to another REALTOR® or team for purposes of meeting contest rules.

ONLY Listing Agent on RI MLS report or non-RI MLS P & S or MLS Pin report can receive listing credit. If there is a Co-Lister, ONLY one of the co-listing agents can take the listing credit.

## V. ELIGIBILITY, CALCULATIONS AND FORM REQUIREMENTS

- A. Achieve the minimum qualification, volume of \$1,000,000 or above. Sample illustrations applying to both in-house and co-broker sales:

As the selling agent, you are entitled to 100% of the gross sales price. As the listing agent, you are entitled to 100% of the gross sales price. As both listing and selling agent, you are entitled to 200% of the gross sales price.

- B. Individual Awards—Only one agent will be allowed credit as the Listing Agent or Selling Agent for any one given property. *Individual Award example: A salesperson reporting only personally generated commissions, possibly working with an assistant, but with the assistant doing only clerical work.*
- C. Team Awards—All properties submitted must be listed and/or sold by the team. Individual listings and sales **cannot** be combined to represent totals of a team.

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.

If applying for a team award, you must list all of the licensed individuals who will be recognized with you.

*Team Award example: Two or more individuals, licensed and working as sales people, who handle transactions together. Anyone assisted by one or more people performing non-clerical real estate functions on a regular basis. Non-clerical work includes but is not limited to making cold calls, holding open houses, showing property to buyers or performing real estate sales functions. All members of the team must be members of the Northern Rhode Island Board of REALTORS®.*

*In the event of a dispute between the team leader and a team member (past or current) regarding credit for the Awards, a team member must leave his/her total with the team for the period of his/her affiliation, unless there is written agreement to the contrary between the parties involved.*

- D. **Applicants shall submit their application in this order:**
1. The Broker’s Certification and Recap Sheet
  2. RI Market Award Reports.
  3. Non-MLS Certification Worksheet listing for any non-RI MLS properties.
  4. MLS PIN translate sheets for any properties not appearing on the RI MLS Matrix Market Award Report.
  5. If no MLS PIN translate sheets are available, please provide a copy of the purchase and sale agreement with the agent’s name highlighted in yellow plus a copy of the settlement sheet..... OR submit the Non-RI MLS Sales Certification Letter signed by all parties (see page 4 for a sample).
- E. All entries submitted on the Non-RI MLS Certification Worksheet must be typed. All information must be complete. Original or digital signatures are required on all documentation, including the Principal Broker’s.
- F. Every candidate must submit a signed Broker’s Certification & Recap Form from each Principal REALTOR® with whom he or she has been associated during the contest year.
- G. No entries will be eligible unless they have arrived at [2018awards@nribr.realtor](mailto:2018awards@nribr.realtor) on the appropriate form and by the date and time specified in the contest rules. All applications shall be submitted electronically via email to [2018awards@nribr.realtor](mailto:2018awards@nribr.realtor). No paper copies will be accepted.
- H. If entries are not complete or incorrectly filled out they will be returned for corrections and MUST be returned to the Board office within 5 calendar days. **Applicants must comply with documentation requests within 5 calendar days. If an applicant does not provide the required documentation, this may result in the disqualification of their application.**

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**SAMPLE OF A NON-MLS SALES CERTIFICATION LETTER**

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

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

*Do hereby authorize:*

\_\_\_\_\_ (name of real estate agent)

To use this real property address as a non-MLS transaction for the sole purpose of submission to the 2018 Northern Rhode Island Board of REALTORS® Diamond Sales 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 name)

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

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

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

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

\_\_\_\_\_  
Company

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**The Northern Rhode Island Board of REALTORS® Awards Committee retains the right to verify the above information.**



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## **Instructions for Pulling MLS Market Share Report for 2018 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. Select the property type and include all of your listing types (single, multi, commercial, land). No referral fees, rentals and/or leases, please. They are not eligible for the sales volume total.
5. Enter the Agent/Team ID for a specific agent/team 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/Team or Office ID).
6. Click Generate Report

*For technical assistance, when pulling the above report, please contact the RI Statewide MLS at 401-785-9898.*