



NORTHERN RHODE ISLAND
BOARD OF REALTORS®

2178 Mendon Rd, Suite 400, Cumberland, RI 02864
Phone: (401) 333-6343 Email: nribr@nribr.realtor Web: www.nribr.realtor

Adopted 6/25/2020 – see yellow highlights for updated language

No email or paper copies please. Upload your 2020 application & supporting documentation via the Google Form by 4:30 p.m. on 2/1/2021 via your Google account. If you do not have a Google account, the following link provides step-by-step instructions to set up a free account: <https://accounts.google.com/signup>.

DEADLINE IS 4:30 PM ON 2/1/2021.

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 2020
- Page 6 Waiver for properties co-listed or co-sold
- Pages 7 Sample images, per Section V, Letter D (MLS PIN Market Award Report; CT Smart MLS Market Award Report)

Guidelines - Diamond Awards for Professional Sales

Contest Period: January 1, 2020 through December 31, 2020.

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 1/1/2020—12/31/2020 and is eligible to participate in only one Board's Sales Recognition program. All applications shall be submitted electronically **via the Google Form. NO EMAILED OR 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

- E. requests within 5 business days. If an applicant does not provide the required documentation, this may result in the disqualification of their application.
- F. Please call the Board at (401) 333-6343 or email nribr@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, including: single family; multi-family; land, commercial and industrial buildings; commercial land in any state.
- B. All CLOSED transactions between January 1, 2020 and midnight December 31, 2020 shall be counted for eligibility purposes.
- C. All applicants must use the MLS Market Award Report in Matrix **for RI Properties**, available on the Rhode Island Statewide Listing Service.

Rhode Island MLS sales as well as non-MLS sales in any state shall be considered. **For any non-RI Statewide MLS sales, including those in other states, please see Section V, Letter D of these rules for further guidance.**

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

For any properties reported as a co-listing: only one listing agent will receive 50% credit and one selling agent will receive 50% credit- so each has equal volume - **unless one individual forfeits their 50% to the other agent. In this case, both will have to complete the form appearing on page 6 of these rules.**

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 salespeople, 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® for a minimum of 90 days.

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 **on the Google Form:**
1. RI Market Award Reports *from the Statewide MLS Matrix System.*
 2. *For any properties, in any states, that DO NOT appear on the RI Market Award Reports: include the Non-RI MLS Certification Worksheet. This worksheet must be signed by the associate and the Principal. Electronic signatures are acceptable.*
 3. *MA Properties:* MLS PIN translate sheets **or** MLS PIN market award report for any properties not appearing on the RI MLS Matrix Market Award Report *must be attached to the worksheet.*
 4. *CT Properties:* CT translate sheets **or** Smart MLS market award report for any properties not appearing on the RI MLS Matrix Market Award Report *must be attached to the worksheet*
 5. *RI Properties not appearing on the RI Market Award Reports & any other States:* 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 of this document* for a sample).
- E. No entries will be eligible unless they are submitted **via Google Form** and by the date and time specified in the contest rules. All applications shall be submitted electronically **via the Google Form. NO PAPER OR EMAILED APPLICATIONS WILL BE ACCEPTED.**

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

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 2020 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

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 2020 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



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Waiver for co-listing or co-selling agents

We, the undersigned, have either co-listed or co-sold the following property, and in accordance Section IV, Letter C of the Diamond Sales Rules & Guidelines, submit the following authorization to the Program Committee of the NRIBR:

For property located at:

(Address) (City) (State) (Zip)

(MLS #) (Name & State of the Multiple Listing Service) (Closing date)

Do hereby authorize:

(name of real estate agent)

to receive the full volume credit as the (circle as applicable): co-listing agent co-selling agent

For the sole purpose of submission to the 2020 Northern Rhode Island Board of REALTORS® Diamond Sales Awards.

This authorization is only valid upon signature by co-listing agents or co-selling agents in above-referenced sales and certified by the Principal Broker's signature.

Co-Listing Agent 1 (signature & date) Co-Listing Agent 1 (Print name)

Co-Listing Agent 2 (signature & date) Co-Listing Agent 2 (Print name)

Co-Selling Agent 1 (signature & date) Co-Selling Agent 1 (Print name)

Co-Selling Agent 2 (signature & date) Co-Selling Agent 2 (Print name)

Principal Broker is responsible for validity of this waiver.

Principal Broker Company

Sample image of a MA-MLS PIN Market Award Report

Pinergy - Listings - Pinergy - Google Chrome
 h3d.mls핀.com/MLS.Pinergy/Search/PrintEmailListings/GetListingsInfoForPrint?reqGuid=1aae4f46-0355-472e-bad4-735222843c9b&rvs.ListingsRenderMode=1&rvs.PinergyModule=6&rvs.ReportType=1&rvs.ResultsRenderMode=2&rvs.S...

Property Type(s): SF, CC, MF, LD, CI, BU, RN, MH Status: SLD Price:

Timeframe: 01/01/2019 - 12/31/2019

Towns:

Advanced Criteria: List OR Sale Agent ID: *****

MLS #	Status	Address	Town/State/Area	Description	DOM	List Price	Sale Price	Media/Events
Single Family Listings								
*****	SLD	*****	Woonsocket, RI	6 room, 3 bed, 1 1/2 bath Colonial	119	\$229,900	\$220,000	x30
List Office: ***** List Agent: *****								
Sale Office: ***** Sale Agent: *****								
*****	SLD	10 ***** Street	Blackstone, MA	6 room, 3 bed, 1 1/2 bath Ranch	176	\$234,900	\$195,000	x29
List Office: ***** List Agent: *****								
Sale Office: ***** Sale Agent: *****								
*****	SLD	10 ***** St	Seekonk, MA: North Seekonk	6 room, 3 bed, 2 1/2 bath Ranch	54	\$289,000	\$280,000	x22
List Office: ***** List Agent: *****								
Sale Office: ***** Sale Agent: *****								
Single Family Listings: 3 Avg. Liv. Area SqFt: 1389.33 Avg. List \$: \$251,267 Avg. List \$/SqFt: \$186 Avg. DOM: 116.33 Avg. DTO: 85.67 Avg. Sale \$: \$231,667 Avg. Sale \$/SqFt: \$169								

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Sample image of a CT-SMART MLS Market Award Report

Agent Awards Detail Report

April 28, 2020

Criteria Withhold from MLS YN is no
 Property Type is 'Single Family Sale'

Date Range: Between 01/01/2019 and 04/28/2020

ML#	Status	Address	# Agents	Side	Units	Volume	Sale Price	Close Date	DOM
170195483	CL	80 Breault St	1	Sell	1.00	\$195,000	\$195,000	07/23/2019	16
Totals:					1.00	\$195,000	\$195,000	Avg DOM:	16
Grand Totals:					1.00	\$195,000	\$195,000	Avg DOM:	16