



NORTHERN RHODE ISLAND  
BOARD OF REALTORS®

12 Breakneck Hill Road, Suite 100, Lincoln, RI 02865  
Phone: (401) 333-6343 Email: [nribr@nrirealtors.org](mailto:nribr@nrirealtors.org) Web: [www.nribr.realtor](http://www.nribr.realtor)

## **Guidelines – 2023 Diamond Awards** **for Professional Sales**

Contest Period: January 1, 2023, through December 31, 2023.  
**Deadline is 11:59 PM, EST, on 1/24/2024.**

### **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® **for a minimum of 30 days** any time between 1/1/2023—12/31/2023 and is eligible to participate in only one Board's Sales Recognition program for the same production year. All applications shall be submitted electronically **via this GOOGLE FORM** 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>. **NO EMAILED OR PAPER COPIES WILL BE ACCEPTED.**
- C. A news release will be prepared and distributed to the media. All Principal Brokers are encouraged to publicize their licensees who achieve the Diamond Awards for Professional Sales.
- D. All Entries are Reviewed. The Program Task Force reserves the right to request additional documentation and supporting material. Office records pertinent to verification of information submitted shall be made available to the Task Force 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 [nribr@nrirealtors.org](mailto:nribr@nrirealtors.org) Mon-Fri 8:30AM – 4:30PM EST if you have any questions. If you have the ability to volunteer some of your time, please contact us as this is a 100% volunteer supported program.
- F. Electronic signatures are acceptable.
- G. NRIBR will provide an electronic certificate only.
- H. **All applicants will be required to certify that they have read and will comply with the Diamond Sales rules.**

### **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. Minimum qualification is \$1,000,000 **\$2,000,000** in sales volume. A combined total of residential and/or commercial sales is acceptable. **For 2023, teams will be asked to declare whether they are a small time or a large team.**

**Applying as an Individual:**

|                      |   |
|----------------------|---|
| 1 Diamond            | <del>1 million to 1.99 million</del> <b>2 million to 3.99 million</b> |
| 2 Diamond            | <del>4</del> 2 million to <del>5</del> 2.99 million                   |
| 3 Diamond            | <del>6</del> 3 million to <del>7</del> 4.99 million                   |
| 4 Diamond            | <del>8</del> 5-million to <del>9</del> 6.99 million                   |
| <del>5 Diamond</del> | <del>7 million to 9.99 million</del>                                  |
| Platinum             | 10 million to 19.99 million   |
| Platinum Plus        | 20 million and up   |

**Applying as a Team:**

**New Team sizes & new team categories for 2023**

| Diamonds |         |        |        |       |        |       |
|----------|---------|--------|--------|-------|--------|-------|
| 1        | \$12    | 23.99  | 1      | SMALL | \$4    | 7.99  |
| 2        | \$24    | 35.99  | 2      | SMALL | \$8    | 11.99 |
| 3        | \$36    | 47.99  | 3      | SMALL | \$12   | 15.99 |
| 4        | \$48    | 59.99  | 4      | SMALL | \$16   | 19.99 |
| Plat     | \$60    | 119.99 | Plat   | SMALL | \$20   | 39.99 |
| Plat +   | \$120 + |        | Plat + | SMALL | \$40 + |       |

Small team is 2-5 people

Large team is 6+ people

*dollars are stated in millions*

- B. Sales and listings, including single family; multi-family; land, commercial and industrial buildings; commercial land in any state. Rentals, leases, and referrals are not eligible.
- C. All CLOSED transactions between January 1, 2023, and midnight December 31, 2023, shall be counted for eligibility purposes.
- D. 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 VI, Letter B of these rules for further guidance.

## IV. ELIGIBILITY, CALCULATIONS AND FORM REQUIREMENTS

- A. Achieve the minimum qualification, volume of \$~~2~~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. Listing or Sale Volume attained individually by one REALTOR® cannot be assigned to another REALTOR® or team for purposes of meeting contest rules.
- C. 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 Guidelines.
- D. 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.*

- E. 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.

1. 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. **It is the responsibility of the Team to keep the Team Leader's Name and ID number updated with all Multiple Listing Services. All applications and documents submitted shall reflect the correct Team Leader's Name and ID number, in addition to the Team Name and Team ID number.**
2. If applying for a team award, you must list all of the licensed individuals who will be recognized with you. All members of the team must be members of the Northern Rhode Island Board of REALTORS® for a minimum of **30** ~~90~~ days. It is the team leader's responsibility to ensure all individuals listed with the team are members of the NRIBR prior to applying.
3. 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 their total with the team for the period of their affiliation, unless there is written agreement to the contrary between the parties involved.

*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, advertise as a team, or meet the Rhode Island Department of Business Regulation's definition of a team.*

## V. SUBMITTING YOUR APPLICATION

- A. Google Form Application - GOOGLE FORM to access the 2022**3** Diamond Sales Award Application. Complete all the necessary fields on the Google form document. No paper or emailed applications will be accepted.

**B. Generate Sales Documentation Reports** – Applicants must provide documentation outlining their sales volume as part of their application packet. Run the following reports as necessary and upload your combined reports in one PDF file as part of your Google Form application. Step-by-step instructions for running the reports can be found on page 7 of these Guidelines. The Program Task Force will only accept the following reports:

**Rhode Island MLS Sales Only**

- i. RI Market Award Report from the Statewide MLS Matrix System.
- ii. If you do not have any Non-MLS or out of state sales, this is all the documentation that you need to complete your application. If you plan to include non-RI MLS sales, please run the following reports as well:

**Non-Rhode Island MLS Sales AND Out of State Sales**

1. MA Properties: MA-MLS PIN Market Share Award Report for any properties not appearing on the RI MLS Matrix Market Award Report.
2. CT Properties: Smart CT MLS PIN Market Award Report for any properties not appearing on the RI MLS Matrix Market Award Report.
3. RI Properties not appearing on the RI Market Award Reports & any other States:
  - a. Submit the Non-RI MLS Sales Certification Letter signed by all parties (see page 5 of these Guidelines).

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

**FILING DEADLINE: 1/24/2024. NO EXCEPTIONS. NO EXTENSIONS.**



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## **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 2023 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 Signature and Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Final Sales Price for this property

**The Northern Rhode Island Board of REALTORS® Program Task Force  
retains the right to verify the above information.**

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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 V, Letter C of the Diamond Sales Rules & Guidelines, submit the following authorization to the Program Task Force of the NRIBR:

***For property located at:***

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(MLS #) (Name & State of the Multiple Listing Service) (Closing date) (Final Sales Price)

***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 2023 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

**The Northern Rhode Island Board of REALTORS® Program Task Force retains the right to verify the above information.**



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## **Report Instructions**

### **Rhode Island MLS Market Share Report for 2023 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

### **MA-MLS PIN Market Share Award Report for 2023**

1. In H3, select: TOOLS
2. In Tools, click on Market Reports
3. In Market Reports, click on New Report
4. At the top left of the screen, under Report Type, choose Market Share – My Market Share
5. Under Property Type, select ALL categories
6. Set the button to YES for Display Search Criteria
7. Under Time Frame, scroll down and click “Choose a Time Frame”.
8. Set Start Date to 1/1/2023, End Date to 12/31/2023
9. Click Search Now. A message will pop up telling you “You have selected NO TOWNS... Do you wish to continue? Click OK.
10. Print the summary page from MLS showing your transactions and sides.

### **CT-MLS PIN Market Award Report for 2023**

1. Login to your SMART MLS
2. Go to Market Reports at far right
3. Click Agent Production Detail (not Agent Inventory and Production)
4. Put in the correct dates where indicated
5. Put in your applicable name or MLS ID / Team information
6. Check all property types that you currently use
7. Click "generate report" at the bottom