NORTHERN RHODE ISLAND
BOARD OF REALTORS®

Guidelines – 2026 Diamond Awards for Professional Sales

Contest Period: January 1, 2026, through December 31, 2026.
Filing Deadline is 11:59 PM EST, on 1/29/2027.

I. GENERAL

A. The Diamond Award for Professional Sales, sponsored by the Northern Rhode Island Board of REALTORS® (NRIBR), is composed of outstanding members who are REALTORS® and who have attained designated sales and listing totals. 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 paid member in good standing of the Northern Rhode Island Board of REALTORS® for a minimum of 30 days at any time between 1/1/2026—12/31/2026 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 Committee reserves the right to request additional documentation and supporting material. Office records pertinent to the 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. Failing to submit any documents will result in delays and notification to your Principal Broker.

E. Please call the Board at (401) 333-6343 or email nribr@nrirealtors.org Mon-Fri 8:30 AM – 4:30 PM 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 $2,000,000 in sales volume. A combined total of residential and/or commercial sales is acceptable.

Applying as an Individual:

1 Diamond	2 million to 3.99 million
2 Diamond	4 million to 5.99 million
3 Diamond	6 million to 7.99 million
4 Diamond	8 million to 9.99 million
Platinum	10 million to 19.99 million
Platinum Plus	20 million and up

Small teams = 2 – 5 people on a team

1 Diamond	4 million to 7.99 million
2 Diamond	8 million to 11.99 million
3 Diamond	12 million to 15.99 million
4 Diamond	16 million to 19.99 million
Platinum	20 million to 39.99 million
Platinum Plus	40 million and up

Large teams = 6+ people on a team

1 Diamond	12 million to 23.99 million
2 Diamond	24 million to 35.99 million
3 Diamond	36 million to 47.99 million
4 Diamond	48 million to 59.99 million
Platinum	60 million to 119.99 million
Platinum Plus	120 million and up

B. Sales and listings, including single-family, multi-family, land, commercial, and industrial buildings and commercial land in any state. Rentals, leases, and referrals are not eligible.

C. All CLOSED transactions between January 1, 2026, and midnight on December 31, 2026, shall be counted for eligibility purposes.

D. All applicants must use the MLS Market Award Report in Matrix for Rhode Island Properties, available on the Rhode Island Statewide Multiple Listing Service.

Rhode Island MLS sales, and non-MLS sales as well as those that closed in any of the 50 United States and the District of Columbia, may be submitted.

For any non-RI Statewide MLS sales, including those in other states, please see Section V, Letter B of these rules for further guidance.

IV. ELIGIBILITY, CALCULATIONS, AND FORM REQUIREMENTS

A. Achieve the minimum qualification volume of $2,000,000 (individual) or above (teams).

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 co-listing; only one listing agent will receive 50% credit, and one selling agent will receive 50% credit – so each has 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 is 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 paid members of the Northern Rhode Island Board of REALTORS® for a minimum of 30 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 a written agreement to the contrary between the parties involved.

Team award examples: 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, performing real estate sales functions, advertising as a team, or meeting 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 2026 Diamond Sales Award Application. Complete all necessary fields on the Google Form Application. 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. No internally generated reports from your firm's system will be accepted. The Program and Community Action Committee will only accept the following reports.

Rhode Island MLS Sales
RI Market Award Report from the Statewide MLS Matrix System.

Non-Rhode Island MLS Sales
The Non-RI Statewide MLS Sales Verification Letter for each Property (see pg. 5). You are encouraged to complete these throughout the year with your clients.

Out-of-State Sales
If you plan to include non-RI MLS sales, run the following reports as well.

- MA: The MA MLS Pin Market Award Report or the MA Sold Translate Sheet for each MA property.
- CT: The Smart CT MLS Market Award Report or the CT Sold Translate Sheet for each CT property.
- For sales outside of RI, MA, or CT, please provide the comparable MLS report for that state. The report must contain the applicant's name and MLS ID number for individuals. For teams, the report must contain the team's name and team ID.
- Or the Non-Rhode Island MLS Verification letter for each property (see pg. 5).
- Do not submit any closing documents, HUD statements, or purchase and sales agreements.

Any party or candidate found to have falsified information or documentation will be disqualified from participating.
FILING DEADLINE: 1/29/2027. NO EXCEPTIONS. NO EXTENSIONS.

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BOARD OF REALTORS®

2026 Non-RI MLS Sales Certification Letter

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

Address: _____

Street address

_____

City *State* *Zip Code*

Do hereby authorize:

_____

(Name of real estate agent)

To use this real property address - a non-MLS transaction - for the sole purpose of submission to the 2026 Northern Rhode Island Board of REALTORS® Diamond Sales Awards.

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

Seller/Buyer Signature: _____ Closing Date: _____

Seller/Buyer (print name): _____ Contact Information (cell or email address): _____

Seller/Agent Signature: _____

The Principal Broker is responsible for the validity of this non-RI MLS transaction.

Principal Broker Signature and Date: _____

Company: _____ Final Sales Price for this property: _____

The Northern Rhode Island Board of REALTORS® Program & Community Action Committee retains the right to verify the above information.

Located at: 1169 Park Avenue, Cranston, RI 02910
Phone: (401) 333-6343 Email: nribr@nrirealtors.org Web: www.nribr.realtor

NORTHERN RHODE ISLAND
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2026 Waiver for Co-Listing or Co-Selling Agents

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

For the property located at:

Address: _____

Street address *Apt/Unit #*

_____

City *State* *Zip Code*

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 2026 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 the 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*

The Principal Broker is responsible for the validity of this waiver.

Principal Broker Signature: _____ Company: _____

The Northern Rhode Island Board of REALTORS® Program & Community Action Committee retains the right to verify the above information.

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RI, MA, & CT – Directions on how to pull reports

Rhode Island MLS Market Award for 2026 in MATRIX.

1. On the Menu bar of Matrix, select **Market Reports.**
2. Do not select the first report from the drop-down list. Select the one called **Agent Awards Report**
3. Enter the Start and 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 2026

1. Log in to your MLS PIN / PINERGY
2. Go to Tools/Market Report/Click New Report
3. Select –
4. Report Type (Market Share - All Agents)
5. Property Time Frame (1/1/2026-12/31/2026)
6. Select (all of MA)
7. Select in advance options (List or Sale Agent ID)
8. On the bottom of the market report page, insert the List Agent Code – What you use to log into the MLS
9. Alternately, you can try to pick (Market Share – My Market Share), but it doesn't always work right
10. Click "Search Now."
11. Under your name, click on the hyperlink named "Total Units and Volume".
12. The final report should include the listing information for each property along with the listing photo.

CT-MLS SMART Market Award Report for 2026

1. Log in to your SMART MLS
2. Click Connect MLS
3. Click Reports
4. Click Agent Production Detail
5. Choose "My Production Detail."
6. Property Type - all for sale categories (rent and leases not eligible)
7. Group by "Agent."
8. Choose Date Range – 1/1/2026 to 12/31/2026.
9. Pick All offices/agents.
10. Hit generate report

** If you go to "production detail" in the same menu and follow the same instructions, it does list the addresses of the sales.*