



2018 Top Producer Rental Contest Rules

NEW RULES: Please follow instructions carefully. Failure to follow these directions and submit the application correctly will result in the application being disqualified.

1. Applicants must be NCMAR members who have paid their 2019 REALTOR dues as of January 1, 2019.
2. Closing dates must be between January 1 and December 31, 2018.
3. Submission deadline is **Monday, January 11th, 2019**. All entries must be submitted as a PDF Attachment by **EMAIL ONLY** to topproducer@ncmar.com Please request a read receipt for your email when sending in your entry form.
All entries will be confirmed by email notification from NCMAR on January 14th. Retain your email confirmation in case of a dispute. Late applications will NOT be accepted. **Fax copies will not be accepted. ONLY 1 APPLICATION CAN BE SUBMITTED.**
4. All Rental properties (No Business Opportunities) filed with MLS PIN or other MLS may be counted.
5. All entries not substantiated by MLS PIN will require documentation. (See below) Members may not take credit for rental of their own or family real estate not listed and rented through MLS.
6. Minimum Entry Requirements: An agent must have rented a minimum of 8 units.
7. Principal Brokers may not take credit for transactions generated by sales associates currently or previously affiliated with their offices.
8. REALTORS who fully participate in the rental of property with clients and customers are eligible to claim credit for those rentals; the agent may not claim credit for their assistants' rentals.
- 9 All entries are subject to verification and approval by the Top Producer Committee. The Top Producer Committee reserves the right to reject an application based on fraudulent information. Please see below for instructions on how to provide the correct information.
10. An MLS PIN Report from H3MLS using the instructions to follow **MUST** be submitted with your entry form. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY.

MLS PIN REPORT INSTRUCTIONS:

- In H3 select "Tools"
- In Tools, click on "Market Reports"
- In Market Reports, click on "New Reports"
- At the top left under Report Type, scroll down and select "Market Share – My Market Share"
- Under Property Type: Select ONLY Rentals
- Next to Search Criteria click on the "Yes" button.
- Under time frame scroll down and select "Choose a Time Frame". Once selected, start date should be 01/01/18 and end date should be 12/31/18.
- A message will pop up indicating that "You have selected NO TOWNS.. Are you sure you want to continue? Select "OKAY". **PRINT THIS PAGE.**

- Then click on the **BLUE** numbers under each category. Another page will appear with the addresses of your rented listings. You must print a page for each category you have rentals under.
- **Print a one line report** showing address and selling agents. Submit these printouts with your completed entry form. **DO NOT SUBMIT PHOTO SUMMARY PAGES.**

NEW HAMPSHIRE MLS SALES REPORT INSTRUCTIONS

- Log in to Paragon
- Select the Search Icon
- Under Specialty Search choose Inventory
- Property Class – Rental (RN) and Commercial Lease (CL)
- Listing Status – Leased (LE)
- Listing Owner – Your Own Listings
- Co-offices – Yes
- Selling/Listing – Listed or Sold
- Property Type – Single Family, Condominium, Multi-family, Land, Commercial and Mobile Home
- Under Date Closed – Start date 01/01/2018 and end date 12/31/2018
- Click search Button in upper right corner
- Select the Customize button. The following fields should be selected: Listing status, MLS#, Property class, Property Type, Address, List agent, Selling agent, City, State, Date – MLS List, Price. Save this info.
- **PRINT THIS PAGE.**

PLEASE INCLUDE THE FOLLOWING PRINTOUTS WITH YOUR ENTRY FORM.

- _____ Print off 2018 Top Producer Rental Entry Form with Checklist completed
- _____ Print off Summary Page of MLS PIN Report from H3MLS – Report titled MARKET SHARE – MY MARKET SHARE (Timeframe 01/01/18 to 12/31/18 showing only Rentals)
- _____ Print off each category- Click on **BLUE NUMBERS** under each category. (Make sure it is the ONE LINE report showing address and selling agent information.)

NON MLS RENTALS (SUBMIT AT LEAST 2 DOCUMENTS FOR VERIFICATION)

If you have a non MLS listing that you think should be considered for this award, or if you have an unreported transaction, please attach at least 2 documents to verify the rental or other reasonable proof of your participation. Agents may only take credit for one side of the transaction.

NEW HAMPSHIRE RESIDENTIAL MLS SALES

Follow the instructions with Entry Form

- _____ PRINT OFF Summary Page from Paragon (Timeframe 01/01/18 to 12/31/18 Showing only Rentals)
(The following fields should be selected: Listing Status, MKS#, Property Class, Property Class, Property Type, Address, List Agent, Selling agent, City, State, Date-MLS List, Price)

APPLICATIONS SUBMITTED NOT CONFORMING TO THESE INSTRUCTIONS WILL BE DISQUALIFIED.



2018 Top Producer Residential Rental Entry Form

Name: _____ MLS ID/Team ID: _____

Office: _____

Please check: Individual _____ Team: _____ # of Team Members: _____

If team, names of other members: _____

PLEASE NOTE: Rules require that a Team ID with MLSPIN be in place to be considered a team

Minimum Individual Entry Requirements:

An agent must have rented a minimum of 8 units

FROM H3MLS Report complete ALL of the following information:

Total MLS Sides _____

Non-MLS Sides _____

Total Sides _____

My signature affirms that all transactions claimed are truly my own, and not the listings or rentals of other agents or assistants. I understand that a false representation will disqualify me for an award, and the matter will be referred to the Professional Standards Committee for violation of Article 15 of the Code of Ethics.

Signature _____ Date: _____

Principal Broker Signature: _____

Broker email: _____

2018 Top Producer Rentals Checklist

- ____ Complete and submit this checklist with your Top Producer Entry Form by January 11, 2019.
- ____ All entries must be submitted by EMAIL ONLY to topproducer@ncmar.com as a PDF attachment.
- ____ Request a read receipt for your email when sending in the entry form.
- ____ NCMAR dues must be paid in full as of January 1, 2019

This checklist will assist the committee in reviewing entries.