North Central Massachusetts Association of REALTORS®

2016 Top Producer Club

Residential Rental Contest Rules

1. Applicants must have paid their 2017 REALTOR dues as of January 1, 2017.

2. Closing date must be between January 1and December 31, 2016.

3. Submission deadline is Monday, January 9th, 2016. All entries must be submitted by hand, mail or email to the Association office. Fax copies will not be accepted. Please request a read receipt for your email when sending in your entry. Email to topproducer@ncmar.com. All entries will be confirmed by email notification on January 12th. Retain your email confirmation in case of a dispute. Late applications **will NOT** be accepted.

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 pg. 2 Non MLS Sales) Members may not take credit for a 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 6 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 applications based on fraudulent information.

10. An MLS Pin Report from H3MLS using the instructions below MUST be submitted with your entry form. Failure to submit will result in disqualification. PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY. Failure to follow these directions and submit the application correctly will result in the application being disqualified.

*In H3, select Tools; in Tools, click 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 01/01/2016 and end date should be 12/31/2016.
*Click on Search Now at the bottom right of the page. 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 and 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 1 line report showing address and selling agents. Submit these printouts with your completed entry form. Do not submit photo summary pages.

APPLICATIONS SUBMITIED NOT CONFORMING TO THESE INSTRUCTIONS WILL BE DISQUALIFIED.

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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 6 units.

From H3MLS Report complete ALL OF the following information:

Total MLS Sides _____

Non-MLS Sides _____

Total Sides _____

Non MLS Sales*

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 of the listed documentation of the rental or other reasonable proof of your participation. Agents may only take credit for one side of the transaction.

New Hampshire MLS Sales

Sign into Innovia by going to the NNEREN site. Choose the reports button on top and select the "firm/agent production report". Enter the office number and agent's own ID number. Set the date parameter (mmddyyyy) which prints on the report. This report gives property address, $ selling side, $ buying side, and shows the agent ID if they participated in both sides. Check to see if any properties were listed in Massachusetts. Do not count Massachusetts listings if they already appeared on the H3MLS report.

My signature affirms that all transactions claimed are truly my own, and not the sales or listings 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: _____