



2016 Top Producer Club

Residential Sales Contest Rules

1. Applicants must have paid their 2017 REALTOR dues as of January 1, 2017.
2. Closing date must be between January 1 and December 31, 2016.
3. Submission deadline is Monday, January 9th, 2017. 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. Sold properties (No Rentals and Business Opportunities) filed with MLS PIN or other MLS may be counted. The listing side of an Entry Only listing shall not be counted but the sale side shall 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 sale of their own or family real estate not listed and sold through MLS.
6. Minimum Entry Requirements: An agent must have sold a minimum of either:
 - *18 units with no minimum volume OR \$2.5 million volume plus a minimum of 12 units OR 18 units with no minimum volume OR \$6 million with no minimum units*(A team should multiply the units and dollar volume by the number of team members to indicate the minimum required. For example: A team of 2 would need either 24 units with \$4 million volume or 36 units or \$12 million.)
7. Entrant takes credit for the FULL sales price (dollar volume) and 1 unit if either listing or selling agent. If entrant is both listing and selling agent on the same transaction count the full sale price twice, once for each side (dollar volume) and 1 unit for each side.
8. Principal Brokers may not take credit for transactions generated by sales associates currently or previously affiliated with their offices.
9. REALTORS who fully participate in the sale of property with clients and customers (i.e. sign listing agreements or offers) are eligible to claim credit for those sales; the agent may not claim credit for their assistants' sales. REALTORS who co-list or co-sell should claim appropriate credit for those sales.
10. 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.
11. 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 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 Single Family, Condominium, Multi-Family, Land & Commercial and Mobile Home.(no rentals or business opportunity)

*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 01/01/16 and end date should be 12/31/16.

*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 sold listings. You must print a page for each category you have sold 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 SUBMITTED NOT CONFORMING TO THESE INSTRUCTIONS WILL BE DISQUALIFIED.



2016 Top Producer Club Residential Sales 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

Minimum Individual Entry Requirements-

18 units OR 12 units with \$2.5 million volume OR \$6 million with no minimum units

From H3MLS Report complete ALL OF the following information:

Total MLS Dollar Volume \$ _____ Total MLS Sides _____

Non-MLS Sales* (see below) \$ _____ Non-MLS Sides _____

Total Dollar Volume \$ _____ Total Sides _____

Multiply \$ _____ x _____ = \$ _____
Dollar volume total Total sides Equalized entry volume

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 below of the sale or other reasonable proof of your participation. Agents may only take credit for one side of the transaction.

1. HUD form with boxes D, E, G, I and 101 and 703 visible.
2. Purchase and Sales form with the sellers/buyers purchase price, time of performance and fee due Broker to show office being paid.
3. Statement signed by office principal stating agent was paid for 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 10 number Set the date parameter (mmddyyyy) which prints on the report This report gives property address, \$ selling side, \$ buying side, and show 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 H3Mreport.

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: _____