



2018 Top Producer

Residential Sales 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. Sold properties (No Rentals or Business Opportunities) filed with MLS PIN or other MLSs 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 page 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
 - * \$3 million volume plus a minimum of 12 units 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 to qualify. For example: A team of 2 would need either 36 units with no minimum dollar volume OR \$6 million volume plus a minimum of 24 units OR \$12 million with no minimum units)

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 (ie signed 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 an application based on fraudulent information. Please see page 2 for instructions on how to provide the correct information.
11. 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 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 01/01/18 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 sold listings. (ONE LINE WITH AGENT DISPLAYED)
- **SELECT ONE LINE REPORT: ADDRESS, OFFICE, AGENT INFO. AND SEARCH CRITERIA ARE ALL CHECKED.**
- You must print a page for each category you have sold 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 – Residential (RE) and Commercial (CS)
- Listing Status – closed (CL)
- 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.**
APPLICATIONS SUBMITTED NOT CONFORMING TO THESE INSTRUCTIONS WILL BE DISQUALIFIED.



2018 Top Producer 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 with no minimum volume OR

* \$3 million volume plus a minimum of 12 units 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 \$ _____ Non MLS Sides _____

Total Dollar Volume \$ _____ Total sides _____

Multiply \$ _____ X _____ = _____
 Total Dollar volume by Total sides = Equalized entry volume (will be very large number)

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: _____

2018 Top Producer Residential Sales 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.

PLEASE INCLUDE THE FOLLOWING PRINTOUTS WITH YOUR ENTRY FORM.

- _____ Print off 2018 Top Producer Residential Sales 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 Single family, Multifamily, Land Commercial, Mobile Home Sales)
- _____ Print off each category- Click on **BLUE NUMBERS** under each category. (Make sure it is the ONE LINE report showing MLS #, status, address, description, DOM, List Price, Sale Price, Listing Office, Sale Office and agent information.)

PRINT A PAGE FOR EACH CATEGORY THAT YOU HAVE SOLD UNDER. SUBMIT A ONE LINE REPORT- DO NOT SUBMIT PHOTO SUMMARY PAGES OR THE ENTRY WILL BE DISQUALIFIED.

NON MLS SALES (SUBMIT AT LEAST 2 OF THE LISTED DOCUMENTS)

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

- _____ Print off: Closing Disclosure / ALTA
- _____ Print off: Purchase and Sales Form with sellers/buyers, purchase price, time of performance and fee to broker showing office being paid.
- _____ Print off: Statement signed by Office Principal stating agent was paid

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 Single Family, Multi Family, Land, Commercial, Mobile Home Sales)
(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.