



GPBOR's Mission: successfully implementing tools & innovative technologies... helping to cultivate leaders in their real estate communities.

## **2021 CIRCLE OF SALES EXCELLENCE AWARDS**

Approved 9/16/2020; Effective Immediately.

### **TABLE OF CONTENTS**

Page 1	General Instructions
Pages 2-3	Categories & Rules
Page 4	How to pull a Market Award Report in Matrix for RI Properties MLS, MA MLS PIN & CT SMART MLS
Page 5	Non-RI Statewide MLS Sales Award Verification Form

**DEADLINE IS 11:59 PM ON 2/18/2022.**

### **I. GENERAL**

1. The 2021 Circle of Sales Award Application is comprised of the A) [GOOGLE FORM](#) B) Your RI Market Award Report from the RI Statewide MLS; **AND** C) Supporting Documents for properties not appearing on the RI Market Award Report in Matrix (See Rules Section V Letter E)
2. Filing deadline is 11:59 p.m. on Friday 2/18/2022. No extensions. No exceptions.
3. No faxed, emailed or mailed applications.
4. If you do not have a Google account, this link provides step-by-step instructions to set up the free account: <https://accounts.google.com/signup>
5. Members certify that they have totaled their Market Award Report in Matrix for RI Properties PLUS any Non-RI Statewide MLS Properties to determine the category (see [page 2](#)) they are applying for.
5. Members certify that their Principal Broker has verified their application and supporting documents prior to the member filing.
6. The [GOOGLE FORM](#) and Rules for the 2021 Circle of Sales Excellence Awards can also be found on the Awards page of [www.gpbior.realtor](http://www.gpbior.realtor).
7. Any party or candidate found to have falsified information or documentation will be disqualified from participating.
8. This is a volunteer-supported program. Please be patient as all applications will be reviewed by REALTOR® member volunteers. If you have the ability to donate some of your time, please call (401) 274-8383 or email: [info@gprealtors.org](mailto:info@gprealtors.org).

---

### **II. PURPOSE**

*The Circle of Sales Excellence Awards are sponsored by the Greater Providence Board of REALTORS®. The purpose is to recognize and encourage outstanding members of the Greater Providence Board of REALTORS® and to honor their achievements. Any Greater Providence Board of REALTORS® member who attains the designated sales goals and has submitted the required documentation is eligible for the Circle of Sales Excellence Award. A team of GPBOR members volunteer their time to review all applications.*

### **III. AWARD CATEGORIES**

Bronze	\$3,000,000 - \$4,999,999 Million
Silver	\$5,000,000 - \$7,999,999 Million
Gold	\$8,000,000 - \$12,999,999 Million
Platinum	\$13,000,000- \$19,999,999 Million
Platinum Plus	\$20,000,000 Million and Over



\*Volume Calculation for 2021 Production Year\* Listing

Agent – Entitled to 100% of final sales price  
Selling Agent –

Entitled to 100% of final sales price

Both Listing & Selling Agent – Entitled to 200% of final sales price

### **IV. REQUIREMENTS FOR GOOGLE FORM APPLICATION & NON-RI STATEWIDE MLS PROPERTIES.**

- A. Each candidate must be a member in good standing of the Greater Providence Board of REALTORS®.
- B. All CLOSED transactions between 1/1/2021 and 12/31/2021 shall be counted for eligibility.
- C. Candidates must achieve a minimum of \$3,000,000 volume to qualify for the first category -- the Bronze Award.
- D. The required volume can be a combination of both residential and commercial.
- E. Volume to include RI Statewide MLS sales as well as non-RI Statewide MLS sales in any state. Volume to include all types of real property, i.e. residential, condominiums, land, multi-family, commercial.
- F. Electronic signatures are acceptable.
- G. An Awards candidate may apply to only ONE Board's Sales Awards Program for the same sales volume.
- H. In the event a Greater Providence Board of REALTORS'® sales agent transfers from one office to another office, all transactions **CLOSED** in the contest period shall be counted.
- I. For any unique situations not covered by this form, inquiries setting forth the specific circumstances should be forwarded to the Greater Providence Board of REALTORS® (Attention: Awards Task Force) for final resolution by this group. Please email: [info@gprealtors.org](mailto:info@gprealtors.org).
- J. Referral fees, Rentals and/or Leases are *not eligible* for the sales volume total.
- K. In the event of a dispute between the team leader and a team member regarding credit for the Awards, a team member must leave his/her volume with the team for the period of his/her affiliation, unless there is written agreement to the contrary between the parties involved.
- L. GPBOR will provide an electronic certificate **only**, as well as a digital badge, to each applicant successfully approved by the Awards Task Force. Members are then responsible for their individual marketing efforts and announcing their membership in our annual Circle of Sales Awards Excellence Program once they are notified by the GPBOR on the outcome of their application.

## V. RULES FOR CERTIFICATION:

- A. All applicants ***must*** use the RI MLS Market Award Report in Matrix, this must be added as an attachment to your Google Form Application.
- B. Those who fit into ***any one or more*** of the following criteria ***must*** apply for a Team/Group award:
1. You utilize a licensed agent on a regular basis, or
  2. You regularly have a licensed agent handle showings, or
  3. You regularly have a licensed agent make presentations, or
  4. You advertise and promote yourself as a Team.
- C. If you apply as a Team/Group, list all of the licensed individuals who will be recognized with you. All Individuals on a team must have been members in good standing with the Greater Providence Board of REALTORS® at some point during the production year. The Team Leader is responsible for verifying that all licensees were members of the Greater Providence Board of REALTORS® in 2021 before filing an application.
- D. Team Applications require a Team MLS ID number – NO EXCEPTIONS. This Team MLS ID number to be reflected on all MLS Market Award Reports from RI’s Statewide Multiple Listing Service’s Matrix System. Those who do not fit into the Team/Group award ***must*** apply for an Individual Award and attest to the following criteria.
1. I do not utilize a licensed agent on a regular basis, or
  2. I do not regularly have a licensed agent handle showings, or
  3. I do not regularly have a licensed agent make presentations, or
  4. I do not advertise and promote myself as a Team.
- E. Acceptable documentation for any Non-Rhode Island MLS Sales and Out-of-State Sales.
- The Non-RI Statewide MLS Sales Verification Form for each property (see page 6)
  - The MA MLS Pin Market Award Report
  - The Smart CT MLS Market Award Report
  - MA Sold Translate Sheet
  - CT Sold Translate Sheet
- F. A listing or selling agent may not transfer or receive credit from any other agent in order to qualify for the award. Acceptable documentation for
- G. In the event that there is a co-selling or co-listing relationship, resulting in a sale, both agents will receive equal credit of the sales volume.”
- H. **ALL ENTRIES SUBMITTED WILL BE REVIEWED.** The Awards Task Force reserves the right to request additional documentation and supporting material. The applicant must comply in no more than five (5) business days. Failure to respond within the required five (5) days, will result in disqualification.
- I. Filing deadline is 11:59 p.m. on Friday 2/18/2022. No extensions. No exceptions.
- J. Any party or candidate found to have falsified information or documentation will be disqualified from participating.

## **VI. SUBMITTING YOUR APPLICATION:**

- A. Google Form Application –[GOOGLE FORM](#) to access the 2021 Circle of Sales Award Application. Complete all the necessary fields on the Google form document. 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 5 of these Guidelines. The Program Task Force will only accept the following reports:

### **Rhode Island MLS Sales Only:**

1. RI Market Award Report from the Statewide MLS Matrix System.

### **Non-Rhode Island MLS Sales and Out-of-State Sales:**

2. If you do not have any non-MLS or out of state sales, this is all the documentation that you need to complete your application. If you plan to include non-RI MLS sales, please run the following reports as well:
  - MA Properties
  - CT Properties
  - RI Properties not appearing on the RI Market Award Reports & any other States:

## **REPORT INSTRUCTIONS:**

### **Rhode Island MLS Market Share Report for 2021 in MATRIX.**

1. On the Menu bar of Matrix select Market Reports
2. Select Agent Awards Report
3. Enter the Start & 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 2021**

1. In H3, select: TOOLS
2. In Tools, click on Market Reports
3. In Market Reports, click on New Report
4. At the top left of the screen, under Report Type, choose Market Share – My Market Share
5. Under Property Type, select ALL categories
6. Set the button to YES for Display Search Criteria
7. Under Time Frame, scroll down and click “Choose a Time Frame”.
8. Set Start Date to 1/1/2021, End Date to 12/31/2021
9. Click Search Now. A message will pop up telling you “You have selected NO TOWNS... Do you wish to continue? Click OK.
10. Print the summary page from MLS showing your transactions and sides.

### **CT-MLS PIN Market Award Report for 2021**

1. Login to your SMART MLS
2. Go to Market Reports at far right
3. Click Agent Production Detail (not Agent Inventory and Production)
4. Put in the correct dates were indicated
5. Put in your applicable name or MLS ID / Team information
6. Check all property types that you currently use
7. Click "generate report" at the bottom

