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Guidelines – 2025 Circle of Sales Excellence Awards

Contest Period: January 1, 2025 through December 31, 2025

Filing Deadline is 11:59 PM EST on February 13, 2026

I. GENERAL

1. The 2025 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. EST on Friday 2/13/2026. 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 2025 Circle of Sales Excellence Awards can also be found on the Awards page of www.gpbor.realtor
7. Applicants will be required to certify that they have read the Circle of Sales rules.
8. Any party or candidate found to have falsified information or documentation will be disqualified from participating.
9. 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 Our office is open Mon-Fri from 8:30 AM – 4:30 PM EST.

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 2025 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 paid member in good standing of the Greater Providence Board of REALTORS® for a minimum of 30 days during the contest period of 1/1/2025 – 12/31/2025.
- B. All CLOSED transactions between 1/1/2025 – 12/31/2025 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
- 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 their volume with the team for the period of their affiliation, unless there is written agreement to the contrary between the parties involved. It is the responsibility of the Team to keep the Team Leader's Name and ID number updated with all Multiple Listing Services. All applications and documents submitted shall reflect the correct Team Leader's Name and ID number, in addition to the Team name and Team ID number.
- 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. For any Rhode Island transactions that occurred outside of Rhode Island's Statewide Multiple Listing Service, please attach a completed Non-RI Statewide MLS Sales Verification Form. For any transactions that occurred in other states, please refer to Rule VI, Letter B.
- 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 paid members in good standing with the Greater Providence Board of REALTORS® for a minimum of 30 days during the production year. The Team Leader is responsible for verifying that all licensees were members of the Greater Providence Board of REALTORS® in 2025 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
 - Or the MA Sold Translate Sheet for each MA property
 - Or the CT Sold Translate Sheet for each CT property
 - For sales outside of RI, MA or CT, please provide the comparable MLS report for that state. The report must contain the applicant's name and MLS ID number for individuals. For teams, the report must contain the team name and team ID.
- F. A listing or selling agent may not transfer or receive credit from any other agent in order to qualify for the award.
- 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 pm EST on Friday, February 13, 2026. 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 – click this [GOOGLE FORM](#) to access the 2025 Circle of Sales Award Application. Complete all the necessary fields on the Google form document. No paper or emailed applications will be accepted.

Generate Sales Documentation Reports – Applicants must provide documentation outlining their sales volume as part of their application packet. Failing to submit any documents will result in delays and notification to your Principal Broker.

- B. 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 Awards Task Force will only accept the following reports:

Rhode Island MLS Sales Only:

RI Market Award Report from the Statewide MLS Matrix System.

Non-Rhode Island MLS Sales

The Non-RI Statewide MLS Sales Verification Form for each property (see page 6)

Out-of-State Sales:

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, run the following reports as well.

- The MA MLS Pin Market Award Report
- The Smart CT MLS Market Award Report
- Or the MA Sold Translate Sheet for each MA property
- Or the CT Sold Translate Sheet for each CT property
- For sales outside of RI, MA or CT, please provide the comparable MLS report for that state. The report must contain the applicant's name and MLS ID number for individuals. For teams, the report must contain the team name and team ID.

RI, MA & CT REPORT INSTRUCTIONS:

Rhode Island MLS Market Award Report for 2025 in MATRIX.

1. On the Menu bar of Matrix select Market Reports.
2. Do not select the first report from the drop-down list. Select the one called Agent Awards Report.
3. Enter the Start and 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 2025 (Individual Applications)

1. Login to your MLS PIN / PINERGY
2. Go to Tools/Market Report/Click New Report
3. Select –
4. Report Type (Market Share - All Agents)
5. Property Time Frame (1/1/2025-12/31/2025)
6. Select (all of MA)
7. Select in advance options (List or Sale Agent ID)
8. On the bottom of the market report page, insert the List Agent Code – What you use to log into the MLS
9. Alternately, you can try to pick (Market Share – My Market Share), but it doesn't always work right
10. Click “Search Now”
11. Under your name, click on the hyperlink named “Total Units and Volume”.
12. The final report should include the listing information for each property along with the listing photo.

CT-MLS Market Award Report for 2025

1. Login to your SMART MLS
2. Click Connect MLS
3. Click Reports
4. Click Agent Production Detail
5. Choose “My Production Detail”
6. Property Type - all for sale categories (rent and leases not eligible)
7. Group by “Agent”
8. Choose Date Range – 1/1/2025 to 12/31/2025
9. Pick All offices/agents
10. Hit generate report

2025 Non-RI Statewide MLS Sales Verification Form

We/I, the undersigned, having been a party to the sale of the property located at:

Address _____ City _____ State _____ Zip _____

do hereby authorize _____ to use this real property address as a Non-MLS transaction for
Real Estate Agent

the sole purpose of submission to the Greater Providence Board of REALTORS® 2025 Circle of Sales Excellence Awards.

This authorization is only valid upon signature by applicable parties involved in the above-referenced sale.

Seller/Buyer Signature & date

Closing Date

Seller/Buyer Print Name

Contact Information – Cell or Email Address

Sales Agent Signature & date

FINAL SALES PRICE: _____

Principal Broker is responsible for validity of this Non-RIMLS transaction.

Principal Broker Signature & date

Company

***The Greater Providence Board of REALTORS® Awards Task Force retains
the right to verify the above information.***

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