

AWARD ATTAINMENT LEVELS FOR INDIVIDUALS AND TEAMS

Individual Definition

To apply for the Individual President's Sales Club Award, you must hold yourself out to the public as an Individual REALTOR and not a member of a sales team in any social media or marketing. **An agent who is part of a team may not apply as an individual regardless of involvement in the team.**

Team Definition

A Team shall be defined as a business affiliation of two or more licensed agents in the same brokerage, who, as a regular practice list and/or sell property and who hold themselves out to the public as a member of a team in any of their social media or marketing. **An agent who is part of a team must apply with the team regardless of their level of involvement in the team.**

If your status as an individual or team changes within the transaction period, you may apply for either the Individual Award or Team Award and only claim the transactions achieved during the status for which you are applying. You may not apply for both the Individual and Team awards in the same year.

Individual Award Attainment Levels		
	Method A	Method B
Award of Achievement	\$1 Million in Dollars Claimed	25 Sale/Lease Transaction Credits
Award of Distinction	\$2.5 Million in Dollars Claimed	50 Sale/Lease Transaction Credits
Award of Excellence	\$5 Million in Dollars Claimed	75 Sale/Lease Transaction Credits
Pinnacle of Performance	\$7.5 Million in Dollars Claimed	100 Sale/Lease Transaction Credits

Team Award Attainment Levels		
	Method A	Method B
Award of Achievement	\$1 Million in Dollars Claimed	38 Sale/Lease Transaction Credits
Award of Distinction	\$3.75 Million in Dollars Claimed	75 Sale/Lease Transaction Credits
Award of Excellence	\$7.55 Million in Dollars Claimed	113 Sale/Lease Transaction Credits
Pinnacle of Performance	\$11.25 Million in Dollars Claimed	150 Sale/Lease Transaction Credits

Transaction Eligibility

All real estate sales may be claimed for dollar volume claimed or transaction credit, whether residential, commercial or industrial. The terms “sales”, “leases”, and “transactions” are hereafter used interchangeably. Transactions claimed for the 2022 Northwest Ohio REALTORS President’s Sales Club must have been closed between July 1, 2021 and June 30, 2022.

Agent Awards Report

Realtors must use the Agent Awards Report found in Matrix to report residential transactions. Referrals, FSBO’s, residential transactions outside of NORIS MLS and leases may be handwritten at the bottom of the Agent Awards Report.

Commercial transaction may be included on the transaction report form. Transactions must include the date closed, address, listing agent and firm, selling agent and firm, sale/lease price, dollar amount claimed and/or transaction credit claimed. The closing date must be in chronological order when submitting the transaction form. Transactions may be submitted on the transaction forms provided by Northwest Ohio Realtors or on your company worksheet as long as the information provided is presented in the same format.

Method of Attainment

There are two methods of achieving the award for each level.

- **Method A: Dollar Volume:** The amount to be claimed is obtained by dividing the sales price by the number of sales agents participating in the sale or transaction. The total sales price may be claimed if the applicant lists AND sells the property. One-half of the total sales price is claimed if the applicant serves only to list OR sell the property. Two or more listing or selling agents receive a proportionate amount of the sales price. **Commissions or bonuses cannot be included in this application.**
- **Method B: Transaction Credits:** Credit is granted on the same basis as Method A. If the applicant lists AND sells the property, one transaction credit may be claimed. If the applicant serves only to list OR sell the property, one-half transaction credit may be claimed. Two or more listing OR selling agents receive a proportionate amount of ½ transaction credits.

	PROPERTY	\$ VOLUME CLAIMED	TRANSACTION CREDIT CLAIMED
Agent lists and sells	\$100,000	\$100,000	1
Agents lists only	\$100,000	\$50,000	½
Agent Sells Only	\$100,000	\$50,000	½
Two or more listing agents	\$100,000	\$25,000 or proportionate amount	¼ or proportionate amount
Two or more selling agents	\$100,000	\$25,000 or proportionate amount	¼ or proportionate amount

Referrals

One-quarter (1/4) credit will be given for referrals over and above the listing and selling agent credit. (e.g. selling price is \$100,000, referral agent would claim \$25,000 volume or ¼ transaction credit.) Only the most recent referral on either the listing or sale side of the transaction may be claimed. Write “REFERRAL” next to each referral claimed. If audited, a closing statement or referral form will be required and a copy of the check for the referral fee, paid to the applicant, may be required.

Leases

Only commercial/industrial leases may be claimed. Multi-year leases may be claimed one-time only in the first year of the lease for the full amount of the lease.

Multi-Lot

The number of transaction credits granted in multi-lot sales will be equal to the number of buyers. (e.g. five lots and one buyer equals one transaction credit, five lots and five buyers equals five transaction credits.)



“AGENT AWARDS REPORT” INSTRUCTIONS

(For President’s Sales Club Application)

1. Click on “Market Reports”

The screenshot shows the tol.matrixstaging.com website. The navigation bar at the top includes links for My Matrix, Search, Stats, Finance, Input (Add/Edit), **Market Reports** (highlighted with a red box), Realist Tax, and Resources. Below the navigation bar is a search bar with the placeholder text "Enter Shorthand or MLS#". The main content area is divided into three sections: News & Alerts, Search, and Market Watch. The Search section contains a form with fields for Listing, ML#, Status, Price, Street #, Street Name, Unit #, Zip Code, and City. The Market Watch section displays a list of market status counts: Coming Soon (0), New Listing (0), Back On Market (0), Price Decrease (0), Price Increase (0), Contingent (0), Pending (0), Sold (0), Withdrawn (0), Expired (0), and Leased (0).

2. Click on “Agent Awards Report”

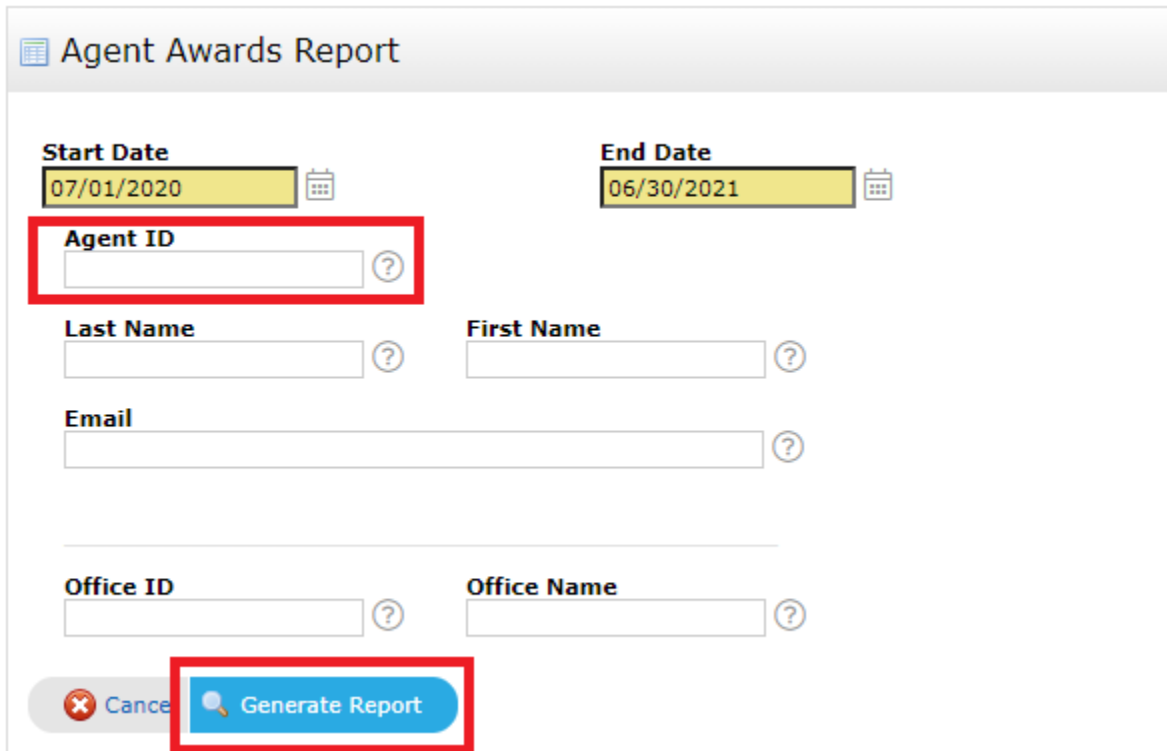
The screenshot shows the tol.matrixstaging.com website with the 'Market Reports' tab selected in the navigation bar. The main content area displays the 'On Demand Reports' section, which includes a list of available reports: Inventory Counts, Ranking Report, Ranking Report (Landscape), Real Estate Trend Indicator, Agent Production Report, Office Production Report, **Agent Awards Report** (highlighted with a red box), and Agent Awards Report (MLS).

3. Enter the following Information:

Start Date - 07/01/2021 End Date – 06/30/2022 Enter you MLS “Agent ID”

Do not fill in your First Name, Last Name, Email, Phone or Office information.

4. Click on “Generate Report”



The image shows a web form titled "Agent Awards Report". It contains several input fields: "Start Date" (07/01/2020), "End Date" (06/30/2021), "Agent ID" (highlighted with a red box), "Last Name", "First Name", "Email", "Office ID", and "Office Name". Each field has a help icon (question mark). At the bottom, there are two buttons: "Cancel" and "Generate Report" (highlighted with a red box).

Agent Awards Report

Start Date
07/01/2020

End Date
06/30/2021

Agent ID

Last Name

First Name

Email

Office ID

Office Name

Generate Report

5. Print Report