

# 2017 PGCAR Achievement Awards Rules

## 1. ELIGIBILITY REQUIREMENTS

- a. Participation in the PGCAR Achievement Awards is open to all current members holding a broker or salespersons license. In order to qualify, an entrant must have been a **Primary** member of PGCAR in **good standing** on or before **July 1, 2017**. However, members licensed for the first time during 2017 must be a Primary Member of PGCAR in good standing on or before September 30, 2017. (*Note: Membership in MRIS does not automatically constitute membership in PGCAR*)
- b. All entrants must currently be “members in good standing” (*i.e. fully paid 2018 PGCAR dues*). Only sales and listings settled while entrant was a “member in good standing” of PGCAR will be considered.
- c. The entrants Designated REALTOR<sup>®</sup> and/or Sales Manager must verify and sign each entry form and will be responsible for accuracy and compliance with rules. The Designated REALTOR<sup>®</sup> (broker of record) and/or Sales Manager will be responsible for encouraging qualified candidates to apply.
- d. **Completed Entry Form must be received at PGCAR no later than Friday February 16, 2018 at close of business to be eligible for consideration. Entry forms WILL NOT BE ACCEPTED AFTER THE DEADLINE.**
- e. There are separate entry forms for Individual Residential General Brokerage, Individual Commercial General Brokerage, Team Residential General Brokerage, Team Commercial General Brokerage, and Rookie of the Year.
- f. MRIS MarketView 360 transaction report OR an Agent Sales Report printed out from mris.com must be attached with all entries

## 2. REPORTING TRANSACTIONS FOR CONSIDERATION

- a. Transactions must have settled during the 2017 calendar year and **MUST HAVE BEEN entered into the Metropolitan Regional Information System, Inc. (MRIS) to be eligible** for the 2017 PGCAR Achievement Awards.
- b. **MRIS TRANSACTION VOLUME DOLLAR AMOUNT ALONE will be used in determining the entrant’s award level.**

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- c. An Agent Sales Report printed out from mris.com OR an MRIS MarketView transaction report must be printed and included with each entry submission. The Agent Sales Report can be generated by the agent in MRIS. However, the MRIS MarketView report must be generated and printed by your Broker or Office Manager. Brokers/Managers: Follow the directions below to, find, download, and print the transaction report at [www.mris.com](http://www.mris.com)

Directions for Brokers:

1. From a computer, Login to your [www.mris.com](http://www.mris.com) account
2. In the top menu bar, select MRIS Products
3. Then select Core Products
4. On the left hand side bar, select MarketView360
5. Click on the blue Access Now button
6. The Search Type should be: Agent Summary (NOTE: leave all other fields blank to just pull up “your” information. If you would like to run an Office report of qualifying agents, enter the Office ID. If you would like to run a report on an individual agent, enter the Agent ID.)
7. Start Date: 01/01/2017
8. End Date: 12/31/2017
9. Click on “Search”
10. Click on Save PDF
11. If you are running a report for an Office ID, you may print that report for your own information or to notify agents in your office if they qualify. If you are running the Agent ID report, the PDF **must be printed and attached to the application**

- d. For consideration of an award, total transaction must be at least \$2,500,000. *All transactions **must be** reported in MRIS (regardless of County and including Maryland, DC and Virginia) in order to qualify.*
- e. **Production resulting from an agents entering of builder’s listings in the MLS on the builder’s behalf are not qualified entries and will not be counted. If submitting credit for a listing, a copy of the ALTA Settlement Statement must be submitted with the entry package.**
- f. All entries are subject to audit.

### 3. AWARD LEVELS:

- a. **Individual Residential General Brokerage:** Award entrants will be recognized for their individual MRIS transaction volume based on the below referenced awards categories.

**Bronze Award** -- Total volume for combined transactions must be \$2,500,000.

**Silver Awards** -- Total volume for combined transactions must be \$5,000,000.

**Gold Awards** - Total volume for combined transactions must be \$7,500,000.

**Platinum Awards** - Total volume for combined transactions must be \$10,500,000.

- b. **Individual Commercial General Brokerage:** Award entrants will be recognized for their individual MRIS transaction volume based on the below referenced awards categories.

**Bronze Award** -- Total volume for combined transactions must be \$2,500,000.

**Silver Awards** -- Total volume for combined transactions must be \$5,000,000.

**Gold Awards** - Total volume for combined transactions must be \$7,500,000.

**Platinum Awards** - Total volume for combined transactions must be \$10,500,000.

- c. **Team Production Residential General Brokerage:** Team production will be recognized as a “Team” award. PGCAR members who have reported to their Broker that they are a team *are not eligible to participate as an individual in the Individual General Brokerage category.*

**Team Bronze Award** -- Total volume for combined transactions must be \$2,500,000.

**Team Silver Awards -- Total volume for combined transactions must be \$5,000,000.**

**Team Gold Awards - Total volume for combined transactions must be \$7,500,000.**

**Team Platinum Awards - Total volume for combined transactions must be \$10,500,000.**

- d. **Team Production Commercial General Brokerage:** Team production will be recognized as a “Team” award. PGCAR members who have reported to their Broker that they are a team *are not eligible to participate as an individual in the Individual General Brokerage category.*

**Team Bronze Award -- Total volume for combined transactions must be \$2,500,000.**

**Team Silver Awards -- Total volume for combined transactions must be \$5,000,000.**

**Team Gold Awards - Total volume for combined transactions must be \$7,500,000.**

**Team Platinum Awards - Total volume for combined transactions must be \$10,500,000.**

- e. **All Team Members MUST be PGCAR Members.** *Team member production of non-members will be excluded from the entry submission volume.*
- f. Principal Brokers are not eligible to enter the team competition as the Real Estate Commission does not permit Brokers as teams

#### 4. **ADVERTISING RULES:**

PGCAR members and member firms are not permitted to advertise the names of recipients of the Achievement Awards prior to their presentation at the awards banquet. When advertising or otherwise using the description of the award, it must read exactly as it appears on the plaque, including the year.

#### 5. **ROOKIE OF THE YEAR:**

Entrant must have completed first full license year or less at the option of the entrant any time during **2017** and must provide proof of date entrant was first licensed. Entrant is only eligible if they are a first year licensee and have not been licensed in any other jurisdiction previously.

**Transactions must have been completed during the first twelve (12) months of licensing.**

Entrant can participate simultaneously in the Rookie of the Year competition and any other category of the PGCAR Awards Program, as long as qualifications for each are met. Two awards will be presented, one for highest dollar volume and one for highest number of transactions. Applicants for Rookie of the Year need not satisfy the award levels as a precondition to receive this award. Broker/manager must verify date when entrant became licensed and verify applicable settled transactions. **(Event charge of \$60 would apply for attendance at the Awards dinner)**