

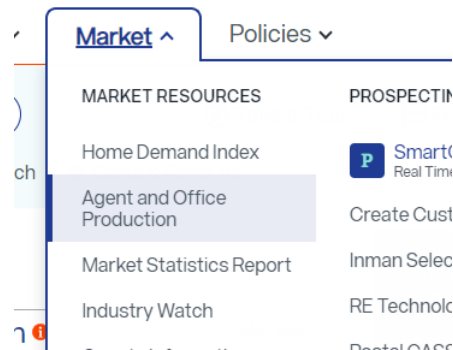
2025 PGCAR Production Awards Rules

1. ARE YOU ELIGIBLE FOR AN AWARD? RUN YOUR REPORT IN BRIGHT MLS:

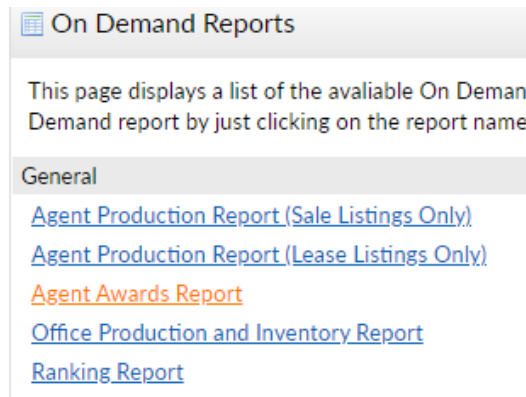
ALL ENTRIES MUST INCLUDE YOUR Bright MLS “Awards Report” (printed from brightmls.com). NO other report(s) will be accepted. If you are submitting for a TEAM, then everyone on the team must have this report attached to the entry form upon submission to calculate Team Production.

Log into your BrightMLS.com account

- a. Click on the “Market” Tab in the top menu bar.
- b. Select “Agent & Office Production.”



- c. Click on **Agent Awards Report**.



- d. Enter the start date of 1/1/2025 and end date of 12/31/2025 (if you are entering for Rookie of the Year, see instructions in Section 5). **NOTE: If you are on a Team, you are not eligible to submit for an Individual or a Rookie Award.**
- e. Click on Generate Report.
- f. Save Report as a PDF File (This will be uploaded on PGCAR’s web portal).
- g. Your total production to be considered for the awards is the total figure at the bottom of the “Close Price” column.

2. AWARD LEVELS:

- a. **Individual Residential General Brokerage:** Award entrants will be recognized for their individual MLS transaction volume based on the below-referenced award categories. **NOTE: If you are on a Team, you are not eligible to submit for an individual award**

Bronze Awards - Total volume for combined transactions must be \$3,000,000.

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

Gold Awards - Total volume for combined transactions must be \$8,000,000.

Platinum Awards - Total volume for combined transactions must be \$12,000,000.

- b. **Individual Commercial General Brokerage:** Award entrants will be recognized for their individual MLS transaction volume based on the below-referenced award categories. **NOTE: If you are on a Team, you are not eligible to submit for an individual award**

Bronze Awards - Total volume for combined transactions must be \$3,000,000.

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

Gold Awards - Total volume for combined transactions must be \$8,000,000.

Platinum Awards - Total volume for combined transactions must be \$12,000,000.

- c. **Team Production Residential General Brokerage:** Team production will be recognized as a "Team" award. **NOTE: If you are on a Team, you are not eligible to submit an individual award in the Individual General Brokerage category; team leaders are not eligible to submit for an individual award.**

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

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

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

Team Platinum Awards - Total volume for combined transactions must be \$15,000,000.

All Team Members MUST be PGCAR Members. *Team member production of non-members will be excluded from the entry submission volume.*

Principal Brokers are not eligible to enter the team competition or be team leaders as the Real Estate Commission does not permit Brokers as teams.

- d. **Team Production Commercial General Brokerage:** Team production will be recognized as a "Team" award. **NOTE: If you are on a Team, you are not eligible to submit an individual award in the Individual General Brokerage category; team leaders are not eligible to submit for an individual award.**

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

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

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

Team Platinum Awards - Total volume for combined transactions must be \$15,000,000.

All Team Members MUST be PGCAR Members. *Team member production of non-members will be excluded from the entry submission volume.*

Principal Brokers are not eligible to enter the team competition or be team leaders as the Real Estate Commission does not permit Brokers as teams.

3. 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, 2025**. However, members licensed for the first time during 2025 must be a Primary Member of PGCAR in good standing on or before September 30, 2025. (*Note: Membership in Bright/MLS does not automatically constitute membership in PGCAR*)

- b. All entrants must currently be “members in good standing” (*i.e. fully paid 2026 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® and/or Sales Manager must verify and sign each entry form and will be responsible for accuracy and compliance with rules. The Designated REALTOR® (broker of record) and/or Sales Manager will be responsible for encouraging qualified candidates to apply.
- e. **Completed Entry Form must be submitted ONLINE at PGCAR no later than midnight Friday, February 13, 2026 to be eligible for consideration. Entry forms WILL NOT BE ACCEPTED AFTER THE DEADLINE. Please submit your entry ONLINE and upload the appropriate documentation as well as payment of the \$50 entry fee, or drop off at the PGCAR office with your \$50 Entry Fee (drop-off applications will be accepted until 5 pm on Friday, February 13, 2026). Registration is REQUIRED if you would like to attend the Black Tie Awards Gala on March 18, 2026 – you can register for that separately online at www.pgcар.com (No Refunds on Gala Registrations and tickets will *only* be sold at the door for an additional \$25 fee if there are seats available – this event typically sells out to capacity.)**
- f. How do I determine if I should submit as part of a Team or as an Individual? If you were on a Team as of December 31, 2025 that is how you should enter into awards. If you were not part of a Team on December 31, 2025, then you should submit as an individual. Team leaders should not submit production for any REALTOR® who was not a member of their team on December 31, 2025.

There are separate entry forms for Individual Residential General Brokerage, Individual Commercial General Brokerage, Team Residential General Brokerage, Team Commercial General Brokerage, and Individual Brokerage Award - Rookie of the Year.

4. REPORTING TRANSACTIONS FOR CONSIDERATION

- a. Transactions must have settled during the 2025 calendar year and **MUST HAVE BEEN entered into Bright MLS system to be eligible** for the 2025 PGCAR Achievement Awards.
- b. **BRIGHT MLS TRANSACTION VOLUME DOLLAR AMOUNT ALONE will be used in determining the entrant’s award level.**
- c. An Agent Awards Report from brightmls.com must be printed and included with each entry submission (directions are above). The date query is January 1, 2025 through December 31, 2025. The Agent Awards Report can be generated by the agent in Bright MLS.
- d. **For consideration of an award, total transaction must be at least \$3,000,000. All transactions *must be* reported in Bright MLS (regardless of County and including Maryland, DC and Virginia) in order to qualify.**
- e. **Production resulting from an agent’s entering of builder’s listings in the Bright MLS on the builder’s behalf are not qualified entries and will not be counted.**
- f. All entries are subject to audit.

5. INDIVIDUAL BROKERAGE AWARD - ROOKIE OF THE YEAR ENTRIES:

Entrant must have completed first full license year or less, but not to exceed the 1 year anniversary date of licensure during 2025 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. The date query for Rookie Agent Production report is the “date licensed” in 2024 through the one-year anniversary date in 2025. (example: Licensed 4/8/2024, anniversary date of 1 year of licensure is 4/8/2025) **Transactions must have been completed during the first twelve (12) months of licensing – please run your report based on this date query example for Rookie of the Year.** If you were first licensed in 2025, you may submit a Rookie entry for the date of licensure in 2025 through December 31, 2025. (example: I got my license on 6/5/25 and want to enter for Rookie, dates for the report are 6/5/25 through 12/31/25) Entrant can also participate simultaneously in the Rookie of the Year competition and the Individual Residential Award or Individual Commercial Award

categories of the PGCAR Awards Program, as long as qualifications for each are met. **If you are on a Team, you are not eligible to submit a Rookie of the Year Award as it is an Individual Award.** (If also participating in 2025 Individual Residential or Individual Commercial Production Awards, your date query will be 1/1/2025 through 12/31/2025) For Rookie of the Year, two awards will be presented, one for highest dollar volume and one for highest number of transactions **(in case of a tie on transactions, the transaction award will default to the Rookie with the highest dollar volume; in case of a tie on dollar volume, the dollar volume award will default to the Rookie with the highest number of transactions)**. Applicants for Rookie of the Year need not satisfy the minimum award levels as a precondition to receive this award (minimum award levels must be met for Individual Residential/Commercial Awards). Broker/manager must verify date when entrant became licensed and verify applicable settled transactions.

- 6. 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. **All advertising in the program or materials after the Gala are to be congratulatory only and any ads promoting competitive brokerage or statistical marketing will not be accepted.** All ads will be reviewed prior to publication.

Registration for the Black Tie Awards Gala on March 18, 2026 is not included in this application. Registration is REQUIRED if you would like to attend to receive your award – Register online at www.pgcar.com!!