



1029 Thomasville Road • Tallahassee, FL 32303 • (850) 224-7713 • Fax (850) 561-3710 • www.TBRnet.org

2017 Production Recognition

Top 1% • 5% • 10% • 20% of Producing REALTORS® • Top-Ranked Teams

Production must be entered in the MLS by January 12, 2018. To be considered for TEAM recognition, you must apply!

INDIVIDUAL RECOGNITION: You do NOT need to fill out an application to be considered for individual recognition—you need only ensure that all closed transactions are entered into the MLS by January 12, 2018. You will be notified by January 31, 2018 if you have met the production criteria and are eligible for recognition.

TEAM APPLICATION: Deadline to submit application is January 12, 2018 at 5 p.m. A team member is defined as a REALTOR® who is at least in part compensated according to the closing of a transaction. The Member Resources/Products Committee reserves the right to monitor “team” and “individual” status as needed, and may reject the “team” or “individual” status of any entry, at its sole discretion. Individuals who apply for recognition as part of a team will not be considered for individual recognition. All closed transactions must be entered into the MLS by January 12, 2018.

List all Agents (names & agent IDs) to be included with Team: _____

We agree with MLS Production Reports that our combined production is \$ _____

TEAMS PLEASE NOTE: All Team submissions will be verified and ranked in order of the average per team member of the total combined production. For example, if a 3-member team submits total production of \$3 million, the average per member production will be \$1 million. All teams with average per-agent production equal to or greater than the 20% individual production cutoff will be awarded.

Please Complete the Following.

Winners will notified by January 31, 2018.

Team Name: _____

Company: _____ Phone: _____

*Designated Broker Signature (required): _____



***Signature indicates understanding of, and agreement with, the rules for participation. RETURN THIS SIDE** of the application to TBR by Friday, January 12, 2018, 5 p.m.

EMAIL: awards@TBRnet.org • FAX: (850) 561-3710

MAIL: 1029 Thomasville Rd., Tallahassee, FL 32303

Rules

1. All **Residential, Multi-family and Lots & Land** sales activity, including FSBO sales AND New Construction Pre-Sales, MUST be in the MLS by January 12, 2018, 5 p.m. to be eligible. **Exclude all Commercial sales and rentals.**
2. Please **DO NOT** attach a copy of your MLS report to your team application.
3. Members may choose to be recognized either as a team (application required) or as individuals, but not both.
4. Only closed sales executed between January 1, 2017 and December 31, 2017 may be counted.
5. Sales **must be in the MLS by January 12, 2018** to count for production awards. The judging team's decisions are final.

TIME IS OF THE ESSENCE! Only individual production which has been entered and those team applications which have been received by Friday, January 12, 2018 will be considered for an award.

By Friday, January 12, 2018 at 5 p.m. you must have:

- ✓ Resolved any disputes.
- ✓ Made all necessary corrections to the MLS.
- ✓ If applying as a Team: Submitted your completed application, *signed by your broker*, to the TBR office.

MLS Instructions to Retrieve Agent Production

- Log in to Paragon.
- Click the **Resources** button.
- Select **Statistical Reporting**.
- Under the **Broker Folder**, *double-click on Sales Detail*.
- Under **Sales Detail**, select **Agent**.
- In **Date Range**, choose **Jan 2017 – Dec 2017**.
- Under **Primary Criteria**, make **Class** selection **RS, MF, LL** (no commercial sales or rentals).
- Then click **Generate**.

For your convenience, Production Totals will be available through the TBR Member Login area of www.TBRnet.org from January 8-12, 2018. If your figures don't match the production reported on the TBR website, make your corrections to the MLS or contact the Listing Agent to make the corrections by the deadline of January 12, 2018 at 5 p.m.

Listings with Co-Listers

Listing Agents who have a Co-Lister must subtract ½ of the dollar volume. Those who are Co-Listers must add ½ the dollar volume. The MLS report can provide this statistical data. For clarity, call the MLS Helpdesk at (850) 224-7713.

Examples of correctly reporting sales volume

- ❖ Agent sells someone else's listing for \$100,000... Volume \$100,000
- ❖ Someone sells agent's listing for \$100,000... Volume \$100,00
- ❖ Agent sells own listing for \$100,000... Volume \$200,000
- ❖ Agent sells someone else's listing as a co-seller for \$100,000... Volume \$50,000
- ❖ Agent sells FSBO for \$100,000... Volume \$200,000
- ❖ Agent sells non-MLS builder home for \$100,000... Volume \$200,000