

# **2018 SALES MASTER CRITERIA & INSTRUCTIONS**

## **APPLICATION DEADLINE IS 4:30 P.M., MONDAY, OCTOBER 1, 2018. NO EXCEPTIONS!**

The UNYREIS Sales Master Award Recognition Reception will be held this year at the **Doubletree Hotel by Hilton** on Friday evening **November 16, 2018**. **By mid-October**, applicants will receive an “electronic confirmation” that the awards application was processed and approved. This correspondence will also contain details regarding ticket information for the event.

It is the **Agent’s** responsibility to submit the form to his/her Office Manager or Designated REALTOR®. Every entry will require a cover sheet that the Office Manager/Designated REALTOR® must sign to confirm/approve of the listings being submitted on the application.

***If your office has multiple award winners, please send them in one bundle via mail or hand deliver them to GRAR. This will alleviate problems with large files sent via electronic mail or fax.***

***If you would like to recognize a team member with an award, please contact Diane Russi at [drussi@grar.net](mailto:drussi@grar.net) or 585-341-2122 for more information***

The criteria for these awards are as follows:

- The **consecutive 12-month period** for the 2018 Award is **September 1, 2017 through August 31, 2018**.
- Includes multiple listed properties from all MLS areas and all Property Types. Rentals can be included **ONLY IF THEY ARE LISTED IN THE MLS**.
- **Sales Master** 35-59 Closed MLS transactions or \$4,000,000+ closed volume.
- **Sales Master Gold** 60-99 Closed MLS transactions or \$6,000,000+ closed volume.
- **Sales Master Platinum** 100+ Closed MLS transactions or \$10,000,000+ closed volume.
- HUD Properties **in the MLS database** are eligible to be submitted as criteria for any of the above awards.
- Any property that was NOT Multiple Listed is not allowed to be put into the database (after the fact) or used toward award criteria, except as noted below. This award is given to Members/Participants who utilize the Multiple Listing Service.
  - ***Exception: "New Builds" and "FSBO'S" may be counted towards the total but should be submitted ONLY if this amount will bring you to the various Sales Master levels. In this case, please attach verification (a copy of the purchase contract showing the date of closing) to the Agent Awards Report and Application & Approval Cover Sheet.***

## **SALES MASTER AWARD REPORTING PROCEDURES**

- 1) All entries must include **both** a “Sales Master Awards Application and Approval Cover Sheet” and a “Member/Participant Agent Awards Report” printed from **MATRIX**.
- 2) Sales Master Awards Application and Approval Cover Sheet
  - a) **Simply print the form on the next page** and have your Designated REALTOR® confirm that you have qualified to receive this year’s Award.
- 3) Member/Participant **Agent Awards Detail**:
  - a) In MATRIX (<http://nys.mlsmatrix.com>), click on **Market Reports**, then **Agents Award Report**
    - i) Enter the date ranges, **between 9/2017 and 8/2018**.
    - ii) Enter the **Agent Public ID**.
    - iii) Click on **Generate Report** to view report.
  - b) To print this report, click on **Print icon** (on the upper right-hand side of the page).
  - c) The **Total Units** (Points) or **Total Volume** at the end of this report must fall into one of the three categories above to qualify for an award.
  - d) If you are co-lister or co-seller, you will receive a ½ point per listing if qualifying on number of transactions and ½ the volume if qualifying on volume. For listings that you were the co-lister or co-seller, be sure the listing agent has entered your Public ID as Co-Lister/Co-Seller on the listing(s).
- 4) Submit both reports via e-mail to Diane Russi at [drussi@grar.net](mailto:drussi@grar.net) or you may submit by mail to:  
**2018 SALES MASTER AWARDS, GRAR, 3445 Winton Place, Ste. 104, Rochester, NY, 14623**  
**ATTN: DIANE RUSSI**
- 5) All entries must be received no later than **4:30 p.m., MONDAY, OCTOBER 1, 2018. NO EXCEPTIONS.**

# UNYREIS SALES MASTER AWARD APPLICATION & APPROVAL COVER SHEET

- The deadline for submitting an Application & Approval Cover Sheet is 4:30 p.m., **October 1, 2018. NO EXCEPTIONS.**
- All entries must include both this cover sheet and a "Member/Participant **Agent Awards Report**" printed from **MATRIX**.
- The UNYREIS Sales Master Award Recognition Reception will be held on Friday evening November 16, 2018 at the Doubletree Hotel by Hilton Rochester.
- **Award recipients will be sent an "electronic confirmation" notice and a reminder to purchase tickets by mid-October.**

Member/Participant's Name: \_\_\_\_\_

Member/Participant's Public ID/Member Number \_\_\_\_\_

Member/Participant's E-mail Address \_\_\_\_\_

Firm Name \_\_\_\_\_

The criteria for the 2018 awards are based on sales of Multiple Listed properties that have been completed during the **consecutive 12-month period** of **September 1, 2017 through August 31, 2018**. Please select which category above-named Member/Participant is applying for:

- Sales Master:** 35-59 Closed MLS transactions or \$4,000,000+ closed volume
- Sales Master Gold:** 60-99 Closed MLS transactions or \$6,000,000+ closed volume
- Sales Master Platinum:** 100+ Closed MLS transactions or \$10,000,000+ closed volume

I, \_\_\_\_\_, have verified that the above-named  
*Designated REALTOR® Print Name/Public ID*

Member/Participant has complied with all award requirements. In addition, I confirm that the attached report contains factual and complete sales data.

\_\_\_\_\_  
*Member/Participant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Designated REALTOR® Signature*

\_\_\_\_\_  
*Date*

**E-MAIL THE COMPLETED FORMS TO [DIANE RUSSI AT drussi@grar.net](mailto:drussi@grar.net)  
NO LATER THAN 4:30 P.M., MONDAY, OCTOBER 1, 2018**