



Volume Awards Qualifications

The Volume Award gives recognition to REALTORS® who have proven their diligence by listing, selling and/or leasing high volume of real estate property.

The following must be completed when submitting the Volume Award Applications by January 31, 2023

- MLS Agent Production & Inventory Report (details on Page 3 & 4 of Volume Award Application)
- Volume Award Application filled out & signed by the broker & applicant/main team member.) If the applicant is the broker/office manager, the Southern Gateway Association of REALTORS® Awards Chair and President will sign the application.
- If an adjustment needs to be made to the total sales volume or sides the “Sales Volume Adjustment Award Form” must be filled out & turned in by January 31, 2023 along with the application. The applicant’s broker must sign the Sales Volume Adjustment Form, if attached to application.

If the agent's and broker/office manager's signatures are not on the Award of Excellence application, the application will be sent back for a signature. (Must be returned by the deadline time or will be disqualified).

Sales Volume/Sides Guidelines:

- When a REALTOR® sells a property, the credit is for the actual price of the property, or one side.
- When a REALTOR® lists a property and the property is sold, the listing person receives credit for the actual sales price, or one side.
- When a REALTOR® both lists and sells a property, full credit is given for each function, or two sides.
- When two or more REALTORS® list or sell a property on a shared basis, the actual dollar sales price, or one side shall be divided between the REALTORS® as agreed upon when listed or sold. This applies to both in-office and inter-office transactions.
- Lease will be counted as a sale in the amount of the total lease payment; volume credited in the same ratio as commission received. (EXAMPLE: For a three-year lease where the commission is received in one lump sum, applicant can take total lease credit during one year. If the commission is paid one-third each year, applicant can only take one-third credit on the lease on his/her application). Lease Option/Lease Purchase is not counted until closed. Credit for leases will be counted in volume only. They will not be counted as sides.
- Listings, sales, and leases can be residential, commercial, industrial, farm, and mobile homes as part of a deed conveyance or any type of real property. No sales other than real estate contract sales price can be counted toward membership in the Volume Awards Program.
- Outgoing referrals are not included.
- A buyer's agent, selling unlisted property, may claim credit on the sales side only.
- Contracts, closing statements, and/or leases must be supplied for verification upon request.
- The Volume Awards Program is a local Board administered program and all decisions of the Southern Gateway Association of REALTORS® are final.

Transfers If an applicant transferred offices for that award year, the application must be signed by the current broker/office manager.

Eligibility The applicant must be a member in good standing with the Southern Gateway Association of REALTORS® when making application.



2022 Volume Award Application

Award of Excellence level:

- Diamond for \$25,000,000 and up in sales volume or 151 units sold and up
- Double Platinum for \$15,000,000 - \$24,999,999 in sales volume or 100-150 units sold
- Platinum for \$10,000,000 - \$14,999,999 in sales volume or 75-99 units sold
- Gold for \$7,000,000 - \$9,999,999 in sales volume or 50-74 units sold
- Silver for \$3,000,000 - \$6,999,999 in sales volume or 24-49 units sold
- Bronze for \$1,000,000 - \$2,999,999 in sales volume

Name as to appear on the award _____
(For example: The Smith Team or Joe Smith)

Individual Applicant: _____ Phone# _____ MLS ID: _____

Teams: (List ALL Team Members, even if all production is under only the applicants name)

Main Team Member's Name: _____ Phone# _____ MLS ID: _____

Team Member's Name: _____ MLS ID: _____

Team Member's Name: _____ MLS ID: _____

Team Member's Name: _____ MLS ID: _____

Team Member's Name: _____ MLS ID: _____

Team Member's Name: _____ MLSID: _____

(To include more team members please add team member information on an additional page)

Company _____

Attached Copy of MLS Production & Inventory Report

Attached Volume Adjustment Form (If Applicable)

I have read the rules of this application and do hereby certify that the above named REALTOR® has sales/listings/leases totaling _____ in sales volume and _____ in units CLOSED during the time period shown above.

Applicant /Main Team Member's Signature _____ **Date** _____

Broker's Signature _____ **Date** _____

DEADLINE: All forms must be submitted to the Association office by January 31, 2023. Submit applications to sgar@sgarealtors.org, fax # 636-282-0185 or 1505 Astra Way, Arnold, MO 63010

Association Office Use Only:

Received Copy of MLS Transactions: yes / no

Received Adjustment Form: yes / no

Date Received: _____

Reviewed By: _____

Date Approved: _____

MLS Agent Production Inventory Report Directions

1.) Go to <https://matrix.marismatrix.com/> to sign into the MLS

2.) Click Marketing Reports



3.) Click “Agent Production Inventory”

On Demand Reports

This page displays a list of the available On Demand reports. You can set the criteria for any On Demand report by just clicking on the report name.

General

[Market Statistics](#)

[Area Market Survey](#)

[Area Market Survey by Area](#)

[Market Statistics by Area](#)

[Inventory Counts](#)

[NAR Report](#)

[Statistical Market Analysis Report](#)

[Agent Expiration Report](#)

[Ranking Report](#)

[Office Production and Inventory \(New\)](#)

[Agent Market Share](#)

This report generates a Agent Market Share report based on the criteria selected.

[Agent Production and Inventory](#)

This report generates a Agent Production and Inventory report based on the criteria selected.



4.) On the Demand Reports Data Input Screen Enter the following

- Sold Start Date = 01/01/2022
- Sold End Date = 12/31/2022
- Leave blank Inv Start Date
- Leave blank Inv End Date
- Enter the Agent's ID
- Production = Yes
- Inventory = No
- Multiline = Yes
- Production Details = Yes
- Inventory Details = No

On Demand Reports Data Input

This page displays a list of the fields that need to be set in order to run this report.

Area	1 - Downtown 2 - Central East 3 - South City	
Property Type	Residential Condo/Coop/Villa Multi-Family 2-4	
Sold Start Dt	01/01/2022	Default: Last 2 Years. Example (MM/DD/YYYY)
Sold End Dt	12/31/2022	Default: Last 2 Years. Example (MM/DD/YYYY)
Inv Start Dt		Default: Last 2 Years. Example (MM/DD/YYYY)
Inv End Dt		Default: Last 2 Years. Example (MM/DD/YYYY)
Agent ID	AGENTID	
Production?	Yes	Default: Yes.
Inventory?	No	Default: Yes.
Multiline?	Yes	Default: Single Line.
Prod Details?	Yes	Default: No.
Inv Details?	No	Default: No.

Cancel Set Criteria

5.) Click Set Criteria

6.) Click Generate

On Demand Reports Pre-Generation Page

This page allows you to view the details of the On Demand report you are about to create. Press the Generate button to popup to a new window which will load the On Demand Report when it is ready.

Report Name: Agent Production and Inventory

Description: This report generates a Agent Production and Inventory report based on the criteria selected.

Cancel Generate

NOTE: AGENTS WHO HAD BOTH SIDES WILL NEED TO ADD THE 2ND SIDE TO THE ADJUSTMENT FORM IF NOT SHOWN ON THE AGENT PRODUCTION REPORT