



2022 Rookie of the Year Award Application

The SGAR Rookie of the Year award will be given to the REALTOR® who has achieved the highest amount of closed transactions (sides) ending within the corresponding award year. Only closed transactions (sides) within January 1-December 31, 2022 will be accepted. In the event of a tie, the sales volume will be the determining factor.

The Rookie of the Year award application may be submitted by anyone. The broker must sign the application confirming all information is accurate. (Must be returned by the deadline time or will be disqualified.) If the nominee is the broker, the Southern Gateway Association of REALTORS® Awards Chair and President will sign the form.

Qualifications for Rookie of the Year

- Must be a member in good standing.
- Never held a prior real estate license or hold a broker's license
- Not have had a valid real estate license for more than 24 months by the end of the award year.

Nominee's Name as to Appear on Award (If Selected): _____

Nominee's Company: _____

Submitted By: _____

Date First Licensed: _____ MLS ID: _____

Number of Closed Transactions: _____ Sales Volume: _____

- Currently an active member with the Southern Gateway Association of REALTORS®
- Attached copy of current real estate license
- Attached copy of transactions listed on the MLS Agent Production Inventory Report (See Directions Below)

I hereby certify that the above named REALTOR® meets the qualifications for the Rookie of the Year Award.

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: Date Received: _____

Received Copy of License: yes / no Approved By: _____

Received Copy of MLS Transactions: yes / no 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.

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.

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