



Team Volume Award: 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 February 14, 2025

- MLS Agent Production & Inventory Report (see instructions on Page 4 & 5 of Volume Award Application)
- Volume Award Application filled out & signed by the broker AND 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 February 14, 2025 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:

1. When a REALTOR® sells a property, the credit is for the actual price of the property, or one side. (If shared, see #4)
2. When a REALTOR® lists a property and the property is sold, the listing person receives credit for the actual sales price, or one side. (If shared, see #4)
3. When a REALTOR® both lists and sells a property, full credit is given for each side of the transaction.
4. 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.
5. 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.
6. 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.
7. Outgoing referrals are not included.
8. A buyer's agent, selling unlisted property, may claim credit on the sales side only.
9. Contracts, closing statements, and/or leases must be supplied for verification upon request.
10. The Volume Awards Program is a local Board administered program and all decisions of the Southern Gateway Association of REALTORS® are final.
11. When applicants are on a team the team member volume will be determined by the team leader and sales volumes can only be utilized once.
12. A REALTOR® shall be recognized as an individual **OR** a team but cannot be both.

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. **Only the volume of the team members', who are also SGAR members, is allowed to be used in the team volume total.**



2024 Team Volume Award Application

SGAR Team Award Application Rules & Stipulations

1. Broker Authorization & Verification

- All Team Award applications must be **authorized by the team's Broker**.
- Brokers are required to verify and confirm the team's status, structure, and eligibility before submission.

2. Individual Volume Ineligibility

- Agents applying under a **Team Award category will not be eligible to apply for individual volume awards**.
- Team members' production will be counted **exclusively** toward the team's total volume and will not be considered separately.

3. Awards Committee Review & Authority

- The **Awards Committee reserves the right to review, question, and deny** any application that does not sufficiently prove team status.
- Additional documentation may be requested to verify compliance with the established criteria.

4. Definition of a Team

- A real estate team is defined as **two or more licensed agents working together under a common brand or identity**, sharing transactions, marketing, and/or commissions.
- Teams must be **recognized by their brokerage and/or by the MLS** as a formal team entity.

5. Application Accuracy & Integrity

- All information submitted must be **accurate and truthful**. Any falsified or misleading information may result in **disqualification** from the awards and potential reporting to the appropriate licensing authorities.

6. Submission Deadline

- All applications must be submitted **by the official deadline** set forth by the Awards Committee. Late submissions will not be accepted.

7. Final Decision

- The Awards Committee's decisions are **final and binding**. No appeals or exceptions will be granted once a determination has been made.

Team Lead: I have read and understand the Team Application Rules and Stipulations.

Main Team Lead Signature: _____

RETURN this page signed by team lead with team application



2024 Team Volume Award Application

Team Award of Excellence – A team is defined as two (2) or more licensed individuals working under a unified team name.

Team Award of Excellence level:

- Diamond for \$40,000,000 and up in sales volume or 151 units sold and up
- Double Platinum for \$25,000,000 - \$39,999,999 in sales volume or 100-150 units sold
- Platinum for \$20,000,000 - \$24,999,999 in sales volume or 75-99 units sold
- Gold for \$15,000,000 - \$19,999,999 in sales volume or 50-74 units sold
- Silver for \$10,000,000 - \$14,999,999 in sales volume or 24-49 units sold
- Bronze for \$7,000,000 - \$9,999,999 in sales volume or 10- 23 units sold

Name as to appear on the award _____

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: _____ 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.

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

Broker's Signature _____ **Date** _____

DEADLINE: All forms must be submitted to the Association office by February 14, 2025. 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: _____

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 = 01/01/2023
- Sold End Date = 12/31/2023
- 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.



Agents who represented both sides will need to complete an adjustment form to include the second side. Check to make sure it is not already represented in the *Agent Production Report*.