

## **INDIVIDUAL**

### **2007 Annual Achievement Awards Application**

***A Minimum of \$3,500,000 in Total Volume is Required to Apply & You Must Have Been a Member In Good Standing of the Blue Ridge Association of REALTORS® During 2007.***

**Instructions:** Sales volumes are to be submitted using the MRIS Agent Sales Report. This report can be accessed through MRIS using the Agent Sales Report. The report includes all listings, whether you were the Listing Agent, Alternative Listing Agent or Sales Agent. Regardless of which Broker Code, it will generate the report in one query. To produce your Agent Sales Report, simply follow these steps:

1. Go to [www.mris.com](http://www.mris.com) and **Log in**
  2. Hover your cursor over the **Reports & Statistics** field located on the left side of the screen. This will show a new list of options
  3. Click **Agent Sales Report**
  4. On the Agent Sales Report screen, select the **Report Type** you would like to generate:
    - You are **Either Listing or Selling Agent**
    - **Selling Agent Only**
    - **Listing Agent Only**
  5. Select a specific **Year**, or set a **Date Range** for the report
  6. Click **Show Results**
    - Should you have any questions or concerns, please feel free to contact the MRIS Helpdesk at (301)838-7200 or (888)838-8200.
- The report **MUST** be stapled to this form and a check for ten dollars (**\$10.00**) made out to "BRAR" must also be attached
  - No faxed applications will be accepted.
  - Any deviations from the Agent Sales Report (i.e. sales not entered in MRIS) must have supporting documentation (HUD-1, etc.) along with an explanation as to why they were not in MRIS
  - You must certify that the application is accurate
  - Please make 5 copies along with your original
  - Please indicate to us if you believe you should be inducted into the Hall of Fame this year. Members are eligible if they have won the President's Award 5 out of 7 years.

The deadline for submissions is **Wednesday, February 29, 2008**, and must be received by **5:00 PM** on that date.

**Blue Ridge Association of REALTORS®**

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**Sales Volume:**

1. **MRIS Agent Sales Report Volume:** \$ \_\_\_\_\_
  
2. **Other Sales Totals (Attach Documentation):** \$ \_\_\_\_\_  
(List each separately below)
  - a. **Type** \_\_\_\_\_ \$ \_\_\_\_\_
  - b. **Type** \_\_\_\_\_ \$ \_\_\_\_\_
  - c. **Type** \_\_\_\_\_ \$ \_\_\_\_\_
  - d. **Type** \_\_\_\_\_ \$ \_\_\_\_\_

(NOTE: Remember to explain why "Other Sales Types" were not listed in MRIS.)

**Total 2007 Sales Volume:** \$ \_\_\_\_\_

\*\*\*\*\*

**I hereby certify that the sales volume reported is mine and is correct.**

\_\_\_\_\_/\_\_\_\_\_  
**Signature** **Date**

\_\_\_\_\_  
**Print Name** **Company**

\_\_\_\_\_/\_\_\_\_\_  
**Broker Signature** **Date**

**Please Call Vicky Lewis 667-2606, if you have any questions.**