



Nomination for Quarterly Production Achievement Award

Name: _____ Office: _____

Email: _____ 1QTR __ 2QTR __ 3QTR __ 4QTR __

Signature of DR/Office Manager: _____

Nominees must submit the SmartMLS 'Agent Production Detail' report with their nomination form. This report will detail the number of points the nominee has received for the quarter.

Directions for generating the 'Agent Production Detail' report:

- From the Matrix Homepage, go to 'Market Reports' at the top navigation menu.
- Choose 'Agent Production Detail' from the list of available reports.
- Enter the Start and End date for the quarter.
- From the 'Group' Dropdown menu, choose 'Agent'.
- Enter the nominee's name or MLS ID in the 'Agent Name or MLSID' field.
- Choose all property types excluding Rental and Lease types.
- Generate Report.

To qualify for the Production Achievement Award, nominees must receive at least 9 points from listings/sales of closed properties within the quarter.

Nomination Submissions must be received no later than the 10th of the month following the end of the quarter.

Email completed form and attached report to nick@nhmrealtors.com