

# **Blue Ridge Association of REALTORS® , INC.**

## **2009 Volume Awards Application** **Hall of Fame Members**

**A Minimum of \$2,000,000 in Total Volume is Required to Apply & You Must Have Been a Member In Good Standing of the Blue Ridge Association of REALTORS® During 2009, AND have already been inducted into the Hall of Fame**

**Instructions:** Sales volumes are to be submitted using the MRIS 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. Log onto mris.com
  2. Go to 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. Select the Report Type you would like to generate.
  5. Select Year or set a Date Range for the report
  6. Click Show Results
- The report must be stapled to this form and a check for Fifteen Dollars (\$15) made out to BRAR
  - 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

The deadline for submissions is  
**Thursday, February 18<sup>th</sup>, 2010 @ 10AM**

