



P: 630.324.8400  
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### **DOWNERS GROVE**

Main Office  
6655 Main Street  
Downers Grove, IL 60516

### **ROLLING MEADOWS**

3701 Algonquin Road, Ste. 650  
Rolling Meadows IL, 60008

### **LIBERTYVILLE**

1580 S. Milwaukee Ave., Ste. 312  
Libertyville, IL 60048

### **TINLEY PARK**

16345 S. Harlem Ave., Ste. 200  
Tinley Park, IL 60477

The mission of the Mainstreet Organization of REALTORS® Production Awards is to recognize those members of the association for their exemplary performance as compared to their peers in the marketplace.

This recognition shall be celebrated digitally following the qualifying year. Exemplary performance for the Mainstreet Organization of REALTORS® Top Producers means the top 3% of the total membership with sub-categories ranking specific performance for Individual-Transactions, Individual-Sales Volume, Small Team-Transactions, Small Team-Sales Volume, Mid-Size Team-Transactions, Mid-Size Team – Sales Volume, Large Size Team – Transactions, Large Size Team – Sales Volume, and Commercial-Sales Volume. The rankings will be divided into, and advertised as Top 1%, Top 2%, and Top 3% for Individuals Teams, and Commercial.

Mainstreet Organization of REALTORS® Production Awards was established in 2020 with the first recognition of members in 2021. All references to production credit years shall include the year recognition was earned.

#### **I. Definitions**

1. “Qualifying Year” shall be defined as a full calendar year beginning January 1 through December 31, 2021.
2. Primary and Secondary Mainstreet members are eligible.
3. “Effective Date of Membership” shall be the date the application for REALTOR® membership is received in the Association office provided all Association membership requirements have been fulfilled. This includes, but not limited to attending Jumpstart.
4. “MRED Transaction” shall be any transaction that is listed in the Midwest Real Estate Data Listing Service. Mainstreet syncs member data directly from MRED and is designed to prevent changes to this data. Any change to transaction data linked to MRED must be changed through MRED in order to be corrected.
5. A “Residential Individual” shall have no licensees working for or with the applicant showing the property, writing offers, making listing presentations, making buyer presentations, negotiating contracts, or performing administrative tasks which require a real estate license on behalf of the individual member other than for shared transactions where the names of all licensees involved are listed on the sale or lease documents. How or by whom the individual member is paid, or licensee’s brokerage definition of individual versus team, shall have no bearing when interpreting the rules. The public presentation (I.e. websites, advertising, marketing materials, etc.) of one or more licensees may be considered by the



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Mainstreet Organization of REALTORS® Production Award Task Force in determining the proper category for the award recognition.

Licenses providing administrative duties only (e.g. not providing any service to the individual member’s customers or clients which would require an active Illinois Real Estate License) shall be exclusively excluded in the calculation of team members. The Production Awards Committee, with the approval of the Mainstreet Organization of REALTORS® directors, reserves the right to make a reasonable interpretation of this rule in the event of any discrepancy.

6. A “Small Residential Team” shall be defined as those having two or three active licenses working together where volume and/or commissions earned are pooled under a team leader(s). Licenses who perform such tasks as showing property, writing offers, making listing presentations, making buyer presentations, negotiating contracts, or performing administrative or other tasks which require a real estate license at any time during the qualifying year shall be considered team members. In such a case, the team must be identified in MRED as a team. Under no circumstance shall a member working within an environment meeting the “team” criteria defined within this rule be entitled for credit as an “Individual”.  
How or by whom the licensee is paid, or licensee’s brokerage definition of individual versus team, shall have no bearing when interpreting the rules. The public presentation (i.e. websites, advertising, marketing materials etc.) of two or more licenses may be considered by the Production Awards Committee in determining the proper category for award recognition. Licenses providing administrative duties only (e.g. not providing any service to the individual member’s customers or clients which would require an active Illinois Real Estate License) shall be exclusively excluded in the calculation of team members. The Production Awards Committee, with the approval of the Mainstreet Organization of REALTORS® directors, reserves the right to make a reasonable interpretation of this rule in the event of any discrepancy.
7. A “Mid-Size Residential Team” shall be defined as those having four to seven active licenses working together where volume and/or commissions earned are pooled under a team leader(s). Licenses who perform such tasks as showing property, writing offers, making listing presentations, making buyer presentations, negotiating contracts, or performing administrative or other tasks which require a real estate license at any time during the qualifying year shall be considered team members. In such a case, the team must be identified in MRED as a team. Under no circumstance shall a member working within an environment meeting the “team” criteria defined within this rule be entitled for credit as an “Individual”.



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8. A “Large Residential Team” shall be defined as those having eight or more active licensees working together where volume and/or commissions earned are pooled under a team leader(s). Licensees who perform such tasks as showing property, writing offers, making listing presentations, making buyer presentations, negotiating contracts, or performing administrative or other tasks which require a real estate license at any time during the qualifying year shall be considered team members. In such a case, the team must be identified in MRED as a team. Under no circumstance shall a member working within an environment meeting the “team” criteria defined within this rule be entitled for credit as an “Individual”.  
How or by whom the licensee is paid, or licensee’s brokerage definition of individual versus team, shall have no bearing when interpreting the rules. The public presentation (i.e. websites, advertising, marketing materials etc.) of two or more licensees may be considered by the Production Awards Committee in determining the proper category for award recognition. Licensees providing administrative duties only (e.g. not providing any service to the individual member’s customers or clients which would require an active Illinois Real Estate License) shall be exclusively excluded in the calculation of team members. The Production Awards Committee, with the approval of the Mainstreet Organization of REALTORS® directors, reserves the right to make a reasonable interpretation of this rule in the event of any discrepancy.
9. “Residential Team Members” shall be defined as those active licensees working for or with a Team at any point during the qualifying year as more fully defined above.
10. “Commercial” shall be defined as those active licensees working as an individual or team at any point during the qualifying year that is selling or leasing property that is used exclusively for business-related purposes or to provide a workspace rather than a living space, which would instead constitute residential real estate.



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## II. Membership Requirements

1. Any employee or independent contractor who is both licensed and a REALTOR® member in good standing of the Mainstreet Organization of REALTORS® for the current year is eligible for membership.
2. To qualify, a Mainstreet Member must fulfill the following requirements:
  - i. To determine qualification, Team members who were part of a team for any portion of the qualifying year may utilize the proportional transactions or sales volume credit earned by that applicant while a member of the team, in addition to:
  - ii. Any individual transaction or sales volume credit produced during the qualifying year.
  - iii. Any team member transaction or sales volume credit produced with another team during the qualifying year.
- a) Completed Commercial Application must be in the Mainstreet Office, located at 6655 Main St., Downers Grove, IL 60516, **no later than 5 p.m. Monday, January 31, 2022**. Postmark dates not accepted.
  - i. All Commercial Applications received after January 31, 2022 at 5:01 p.m. will not be accepted.
- b) Must be a REALTOR® member of Mainstreet Organization of REALTORS® at the time of presentation of awards.
- c) Dues payments for Member and Member's Designated Managing Broker must be paid in full to be considered for a Production Award or Rookie of the Year award.
- d) Production Awards shall be contingent upon membership being in good standing in the Mainstreet Organization of REALTORS®.

## III. Application Requirements

1. Residential Individual and Residential Teams are not required to submit an application.
2. Commercial practitioners are required to utilize the online application.
3. E-signatures are acceptable by the applicant and Designated Managing Broker.
4. The applicant and the Designated Managing Broker of the brokerage must certify to the truth of all statements on the commercial application.
5. Property management does not qualify on the commercial application.



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6. All submissions on the commercial application will remain confidential with only select association staff reviewing the submissions.

**IV. Audit -**

1. If you're considered for an award based on your sales volume and/or number of transactions, you will be contacted by Mainstreet and required to provide the following documentation.
  - Sales Transactions: Closing documents for each transaction
  - Lease Transactions: Lease specifications and signature page for each transaction
  - Designated Managing Broker signature may be required to confirm that the data is correct.

**V. Computation for Volume and Unit Credit**

1. For Residential Sales,
  - a) All transactions in MRED shall count towards sales volume and units.
  - b) The effective date for volume and transaction credit shall be the date closed in MRED by 11:59 p.m. on December 31, 2021.
  - c) Individual or team member's name must be listed on the MRED transaction in order to receive credit towards Top Producer status.
2. For Residential Leases,
  - a) The monthly amount recorded in MRED for sales volume.
  - b) Each executed lease agreement shall equal one transaction credit.
  - c) The effective date for volume, or transaction credit, for leases shall be the beginning date of the rental period in MRED.
3. For Commercial Sales,
  - a) Determined by the value of property conveyed.
4. For Commercial Leases,
  - a) Determined by gross or base value (base rent) of the lease signed (exclusive of automatic renewals, options, separately billed taxes, insurance, operating expenses, etc.) Example: three-year lease at \$10,000 rental/year = \$30,000 volume. Volume must be calculated by applicant.
5. Fraudulent Commercial Application,
  - a) Where a broker submits a fraudulent application, the applicant will automatically be disqualified.
6. Referral Fees,
  - a) No volume credit shall be allowed for referral fees



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7. Non-Contingent Fee,

- a) No credit shall be allowed for any transactions in which a fee is collected and such fee is not contingent upon the actual closing of the transaction. No credit shall be allowed for appraisals, evaluations, and consultations of any kind, regardless of purpose.

**VI. Awards**

1. Production Award Categories – Special Recognition will be provided to the Top 1, 2, and 3% in each of the twelve categories. The Production Award Categories shall be:
  - Individual – Sales Volume
  - Individual – Transactions
  - Small Team – Sales Volume
  - Small Team – Transactions
  - Mid-Size Team – Sales Volume
  - Mid-Size Team – Transactions
  - Large Size Team – Sales Volume
  - Large Size Team - Transactions
  - Commercial – Sales Volume
  - Residential Rookie of the Year – Sales Volume
  - Residential Rookie of the Year – Transactions
  - Commercial Rookie of the Year – Sales Volume
2. Residential Platinum Award – The Production Award Task Force with BOD approval has established the Platinum award to present to members who have qualified for the top 1% for an Individual or Team award in sales volume and transactions.
3. Residential Diamond Award - The Production Award Task Force with BOD approval has established the Diamond award to present to members who have qualified for the top 2% for an Individual or Team award in sales volume and transactions.
4. Residential Gold Award - The Production Award Task Force with BOD approval has established the Gold award to present to members who have qualified for the top 3% for an Individual or Team award in sales volume and transactions.
5. Commercial Platinum Award – The Production Award Task Force with BOD approval has established the Platinum award to present to members who have qualified for the top 1% Commercial award in sales volume.
6. Commercial Diamond Award – The Production Award Task Force with BOD approval has established the Platinum award to present to members who have qualified for the top 2% Commercial award in sales volume.
7. Commercial Gold Award – The Production Award Task Force with BOD approval has established the Platinum award to present to members who have qualified for the top 3% Commercial award in sales volume.



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8. Residential Rookie of the Year – A member will be eligible in the qualifying year after the membership year as to have a full calendar year of production. Designated Managing Brokers and Brokers who have transferred from another association are excluded. Two will be awarded.
  - Sales Volume
  - Transactions
9. Commercial Rookie of the Year – A member will be eligible in the qualifying year after the membership year as to have a full calendar year of production. Designated Managing Brokers and Brokers who have transferred from another association are excluded. One will be awarded.
  - Sales Volume

**VII. Top Producers Media Kit**

1. Mainstreet Organization of REALTORS® will supply a certificate, social media graphics, and a top producer seal to all winners to be used for the Production Award winners marketing and advertising.
2. The marketing materials cannot be used without the year in which the award was received.
3. The materials cannot be used by anyone who does not hold an active real estate license.
4. The materials can only be used by a Mainstreet REALTOR® Member.
5. The materials are the property of the Mainstreet Organization of REALTORS® and enforcement of these rules lies with the Mainstreet Board of Directors.

**VIII. Amendments**

These amended rules and eligibility of the Production Awards shall apply to business produced in 2020 and thereafter until modified by the Production Awards Task Force with approval from the Board of Directors. The final decision of any transactions not covered by these rules or interpretations of these rules shall be decided by the Mainstreet Board of Directors.

Last Revised:  
12/13/2021