Residential Sales Realtor® of Distinction Market Production Report

You must base your qualification on this specific report. If production is not under your name on the FlexMLS Residential Sales Production Report you must list it under “additional transactions” on the application or it will not count. ONLY transactions listed on the FlexMLS Residential Sales Production Report plus additional transactions listed on the application will be counted. To generate the Production Report, follow the step-by-step instructions below.

1. From the Statistics tab, select Inventory and Production

2. Select Production Report from the available menu

3. Enter your criteria:
   - Date range of January 1, 2018 - December 31, 2018
   - Select your office name from the Office Selection list
   - Select to “Show activity from prior offices” IF you have transferred offices anytime in 2018.
   - Select all property types EXCEPT Rentals
4. Select your name from the Member Selection list, and hit Next to see your results. Refer to the Member Production Report results for your personal YTD data. Items that display a “C” indicate a co-list or co-sale and should be counted as half of a side only.

In the example below, this agent has $1,094250 in volume and 4.5 sides/units.

Production not under your name on this specific report in FlexMLS must be listed as additional transactions on your application or they will not count. Check this report for accuracy within 5 days of each closing during the year - don’t wait until year end!