

REQUIRED VERIFICATION MATERIALS

A unit may not be claimed unless acceptable Verification Material is provided. Verification Materials must be submitted online unless imported to the application through a NJ REALTORS® approved data source and marked as verified.

MLS TRANSACTIONS

For all transaction units claimed that are listed in an MLS operating in New Jersey and recognized by New Jersey REALTORS®, full list available at njrealtor.com/mls, applicants must provide a Full MLS Printout. A Full MLS Printout must contain both property and agent details including property address, close date, close price, seller's brokerage and agent(s), and buyer's brokerage and agent(s).

CLOSED LISTING

For all transaction units claimed where the applicant acted as the Seller's Agent or Landlord's Agent, that are not listed in an MLS operating in New Jersey or one recognized by New Jersey REALTORS®, full list available at njrealtor.com/mls, applicants must provide the following:

1. A signed, valid **brokerage services agreement**, such as sale or rental listing agreement, which includes a protection period. It is strongly recommended that commission amounts be redacted. Show letters are not considered listing agreements unless they comply with the New Jersey Real Estate Commission regulations and respective MLS rules, if applicable, for listing agreements; and
2. **Proof of Closing**: acceptable Verification Material may include a commission check or check stub from the brokerage to the applicant or a company transaction report. Verification Materials must include the property address and applicant's name. It is strongly recommended that commission amounts be redacted. If commission was not received for a transaction, applicant may provide a letter of verification from the broker and/or manager, which must affirm the transaction closed and detail why commission was not received. Any additional materials provided in lieu of the above may be accepted at the discretion of the Verification Committee Chairperson with New Jersey REALTORS® approval.

CLOSED SALE

For all transaction units claimed where the applicant acted as the Buyer's Agent or Tenant's Agent, that are not listed in an MLS operating in New Jersey or one recognized by New Jersey REALTORS®, full list available at njrealtor.com/mls, applicants must provide the following:

1. A signed, valid **brokerage services agreement**, such as buyer or tenant agency agreement, which includes a protection period. It is strongly recommended that commission amounts be redacted.
2. **Proof of Closing**: acceptable Verification Material may include a commission check or check stub from the brokerage to the applicant or a company transaction report. Verification Materials must include the property address and applicant's name. It is strongly recommended that commission amounts be redacted. If commission was not received for a transaction, applicant may provide a letter of verification from the broker and/or manager, which must affirm the transaction closed and detail why commission was not received. Any additional materials provided in lieu of the above may be accepted at the discretion of the Verification Committee Chairperson with New Jersey REALTORS® approval.

DUAL AGENT TRANSACTIONS

For all transaction units claimed where the applicant acted as both the Seller's and Buyer's Agent or both the Landlord's and Tenant's Agent, that are not listed in an MLS operating in New Jersey or one recognized by New Jersey REALTORS®, applicants must provide Verification Materials for both Closed Listing and Closed Sale as outlined above.

RPAC INVESTMENT INDUSTRY UNIT

If an Industry Unit for a RPAC Investment is claimed, applicant must provide receipts of contributions, which must include the date of the transaction, dollar amount of the transaction, and the applicant's Member ID. To qualify, cumulative receipts must total \$100.00 or more and must meet the RPAC Contribution Deadline.

COMMITTEE SERVICE INDUSTRY UNIT

For all Committee Service Industry Units claimed, applicants must provide proof of service. Proof of service may include letter or email detailing their appointment. All New Jersey REALTORS® and National Association of REALTORS® committee service will be listed as "verified" on applications. Local board and MLS service must be verified by local board staff.

DESIGNATION/CERTIFICATION INDUSTRY UNIT

For all Designation/Certification Industry Units claimed, applicants must provide proof of designation/certification conferment by the National Association of REALTORS® by the Designation/Certification Deadline. Proof of conferment may include letter or email from the National Association of REALTORS®, or their designee, conferring the designation/certification, or a certificate from the National Association of REALTORS® conferring the designation/certification. Payment receipts, continuing education certificates, or course completion certificates are not considered proof of conferment.