



What documents do I need for the Top 250 Latino Agents Award?

You need to provide **the sales volume and number of closed residential transactions during the 2025 calendar year.**

You also need **a production report from your company for the 2025 calendar year** for verification purposes. A production report is an itemized list of transactions that includes the following:



AGENT NAME



CLOSING DATE



PROPERTY ADDRESS



PROPERTY SALES PRICE



MLS LISTING NUMBER

Keep in mind:

- A summary of your production or image of your production does not suffice. Images or screenshots will not be accepted as verification.
- Self-made spreadsheets will not be accepted as official forms of production.
- Transactions from one market (or one state/territory) will be considered.
- Closed transactions and sales volume must be based on residential properties. Land lots, commercial properties, rentals/leases, and referrals are not considered.
- The team's name or team lead's name should be listed on the MLS or purchase contract.
- If there are transactions not included in the MLS or the production report, please provide official documentation that includes the names of the agents, sale price of the property, date of sale, and property state.

Please visit our [FAQ page](#) for more information.