

How to Run... A MASTER'S CLUB/ TOP ACHEIVERS REPORT

1

From the Prospector home page go to "Searches" then select "Standard"

2

Select all the "Property Types" (Residential, Mobile Home in Park, Residential Income, Lots & Land, Commercial, and Business Opportunity)

3

Under Statuses - Check "Sold"

Enter 01/01/16 thru 12/31/16 for the "Selling Date range"

If any statuses other than "Sold" are checked, *uncheck them*.

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4

Under Listing Agent ID - Enter your Agent ID (the ID you use to log-on to Prospector)

Under Selling Agent ID - Enter your Agent ID (the ID you use to log-on to Prospector)

Select the “or” button instead of “and” between the Listing and Selling Agent ID.

Click the **Search** button near the top of the page.

5

Under Search Results, check the box next to each :

Property type (Residential, Mobile Home in Park, Residential Income, Lots & Land, Commercial, and Business Opportunity).

Click the “**Reports**” button near the top of the page

6

Under the Standard Reports section, check the box next to “**Masters Club Report**”

Click the “**Run Report**” button at the top of the page

7

Print & Attach to this Application

Masters Club/Top Achievers Report - Residential

Listings as of 01/11/2017 at 11:55AM

Address	MLS#	Date Closed	Title Company	Escrow #	% of List	% of Sell	Sell Price	\$ Amount of Credit
List Office	List Office ID	List Agent	List Agent ID	Co-List Agent	Co-List Agent ID			