

In the Know....

June 30, 2021

Northeastern Indiana Association of
Realtors BOD and MLS BOD Leadership

2021 EXECUTIVE BOARD OF DIRECTORS

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dani@alwaysre.com

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Mike Patka, Past-President

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260-350-8603

Mark Hansbarger, Incoming President

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260-316-3192

Dawn Miller, Secretary/Treasurer

4dawnmiller@gmail.com

260-367-1778



Board of Directors

Trent Curtis

Kay Kunce

Mark Pontecorvo

Erica Amans

Keith Forbes

Patty Seutter

Amy Demske

Jennifer Streich

For Association or MLS comments, concerns or complaints, please contact one of your BOD members. They will be happy to assist you.

2021 MLS BOARD OF DIRECTORS

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260-302-1899

2021

**MLS Board of
Directors**

Becky Maldeney

Mark Hansbarger

Trent Curtis

Shala Cook-Hoover

Mike Patka

Patty Seutter

QUOTE OF THE WEEK:

"Every accomplishment starts with the decision to try."

- John F. Kennedy

MARK YOUR CALENDARS

June 30 – 12:00 midnight C/E class deadline.

July 5 – 4th of July Holiday Board Office Closed.

July 8 – BOD Meeting 9:00 a.m. & MLS BOD Meeting 11:00 a.m. at the Board Office.

July 9 – Board Office Closed.

July 15 – Lunch -n- Learn 11:00 – 1:00. Excited to be back in person at the Board Office!

Speaker: Margaret Sklenar from Metropolitan Title

Topic: Wire Fraud

Sponsored by – 3 Rivers Federal Credit Union

For more information – see flyer on page 4.

Please RSVP at niaor1@mchsi.com or 260-347-1593

July 19&20 – Board Office Closed.

MLS SYSTEM CHANGE REQUEST PROCEDURE



If you would like to request a system enhancement on the MLS, please follow the outlined procedure:

- Member calls their local board to report the issue.
- AE will verify the issue.
- AE only can contact IRMLS support to validate the issue.
- Once issue is verified and documented, the enhancement request can go before the local board to consider. If the board supports the request, the AE will send the request to IRMLS support.
- Once IRMLS receives the enhancement request, they will review and determine what the next steps will be.

MEMBER NEWS:

Referral Status:

LaCrista Rathburn – Mike Thomas Angola

MLS Board Openings

If you would like to have an impact in your association, we invite you to consider joining the MLS board of Directors. We currently have 5 seats available. If you are interested, please contact a member of the board or the board office at niaro1@mchsi.com

RPAC MOMENT:

We are now taking donations and planning the event for September 16! See flyer on page 6.

2021 Paragon Support Closures

Independence Day Sunday, July 4, 2021-Closed
Monday, July 5, 2021-Closed





Jeremy High
Mortgage Consultant | NMLS# 5850627
260.999.7619
260.240.4797
jhigh@bawfg.com
www.bawfg.com/jhigh
10514 Coldwater Rd, Fort Wayne, IN 46825 | Fax: 260.366.4904

We are the **#1** place to
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Eric Smothermon
260.609.4622
esmothermon@trfcu.org
NMLS# 586065

3 RIVERS  NMLS# 556303

**“Like” us on Facebook
at Northeastern IN Association
of REALTORS®!!**



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Bailey & Wood
MORTGAGE LENDER
NMLS # 3038

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10514 Coldwater Rd, Fort Wayne, IN 46845
O: 260.570.4114
F: 260.344.2838



Abbie Hood, Owner
Title Insurance Specialist
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www.neindianarealtors.com

LUNCH & LEARN

Wire Fraud and Remote Online Notaries & Closings

Back in Person!

Thursday, July 15, 2021

11 a.m. - 1 p.m.

NIAOR Office

521 Professional Way
Kendallville, Indiana

Lunch Provided

3 Rivers Federal Credit Union

RSVP

(260) 347-1593 or
niaor1@mchsi.com

Attend & Learn:

Our speaker, Margaret Sklenar from Metropolitan Title, will share vital information on how to protect your clients from wire fraud. This informative session will also cover remote online notaries & closings.

Event Sponsored by:



OPEN THE LINK TO VIEW THE VIDEO FOR JULY'S LUNCH-N-LEARN

<https://3riversfcu.sharefile.com/d-s53c7ac805c7144b4b03451c26323fd81>



RPAC MOMENT

Please think about what you and/or your office would like to contribute for the silent and live auctions. Here is another item we have received. Keep sending your donations in. It is going to be a great auction!!

**WE ARE TAKING DONATIONS AND
PLANNING THE EVENT FOR
SEPTEMBER 16!! SEE THE FLYER ON
THE NEXT PAGE WITH ALL OF THE
DETAILS!**



Auction items can be dropped off at the Board office or contact an RPAC committee person and they will be glad to pick them up.

Contact:

Dawn Miller, 260-367-1778
Cyndi Andrew, 260-466-5757
Kelly Grimes, 260-318-1770

Shala Cook-Hoover, 260-463-1111
Dani Rittermeyer, 260-499-1334
Kay Kunce, 260-316-1422

Keith Forbes, 260-318-2788
Patty Suetter 260-302-1899
The Board Office 260-347-1593

Thank you!!



Northeastern Indiana Association of REALTORS®

2021 RPAC FUNDRAISER & AUCTION

**AWESOME
DOOR PRIZES**



RPAC helps us protect our industry. The RPAC objective is to ensure that the individuals who pass the laws, that affect our livelihood, believe in private property rights and the free enterprise system. RPAC is the third largest political advocacy group in the United States.

Thursday, Sept. 16
11 AM – 1 PM

The Woods, Too

6500 S 1170 E | Hudson, IN 46747

RSVP BY SEPT. 10

(260) 347-1593 or niaor1@mchsi.com

EVENT PARTNERS



Farmers State Bank





INDIANA
ASSOCIATION
OF REALTORS®



Multiple Offer Notification



CODE OF ETHICS INFORMATION

THE CLOCK IS TICKING!

As a reminder, the current Code of Ethics (COE) cycle that began January 1, 2019, ends December 31, 2021. Here is a list of approved courses RECP has offered and meet the COE curriculum requirements:

- a. 2021 Role of the Grievance Committee & Citation Panels
- b. 2021 Professional Standards Hearing Panel Training
- c. 2020 Professional Standards Education Seminar
- d. 2019 Professional Standards Workshop
- e. Benefits of Dispute Resolution
- f. Cracking the Code
- g. Where Fair Housing Meets the Code of Ethics
- h. Not Just Another Code of Ethics





Paragon Webinar Shorts for July 6th-14th

Paragon Shorts are back for July! Here are upcoming sessions, grouped by topic, for July 6th - 14th.

Collab Center

Collab Center - Prospect Functionality

Tuesday, July 6th | 11 a.m. CT | [REGISTER >>](#)

Collab Center - Seller Side Setup

Tuesday, July 6th | 12 p.m. CT | [REGISTER >>](#)

Collab Center - Setting Up a New Prospect

Tuesday, July 6th | 1 p.m. CT | [REGISTER >>](#)

Contact Manager

Contacts - Adding a Contact

Tuesday, July 6th | 2 p.m. CT | [REGISTER >>](#)

Contacts - Import/Export Contacts

Wednesday, July 7th | 11 a.m. CT | [REGISTER >>](#)

Contacts - Managing Groups for Mass Emailing

Wednesday, July 7th | 12 p.m. CT | [REGISTER >>](#)

Contacts - Reverse Prospecting (Buyer Match Report)

Wednesday, July 7th | 1 p.m. CT | [REGISTER >>](#)





Listing Input & Maintenance

LIM - Adding Associated Documents

Thursday, July 8th | 12 p.m. CT | [REGISTER >>](#)

LIM - Adding Features to a Listing

Thursday, July 8th | 1 p.m. CT | [REGISTER >>](#)

LIM - Adding Listing Images; Edits, Labels & Descriptions

Friday, July 9th | 11 a.m. CT | [REGISTER >>](#)

LIM - Adding Open Houses & Broker Tours

Friday, July 9th | 12 p.m. CT | [REGISTER >>](#)

LIM - Adding Remarks, Agent Remarks, Driving Directions

Friday, July 9th | 1 p.m. CT | [REGISTER >>](#)

LIM - GeoCoding Listings & GeoCode Quality Search

Friday, July 9th | 2 p.m. CT | [REGISTER >>](#)

LIM - Saving a Listing; Required Fields, Partial/Complete Saves

Monday, July 12th | 2 p.m. CT | [REGISTER >>](#)

Miscellaneous

Email - Email Signatures & Message Bodies

Wednesday, July 7th | 2 p.m. CT | [REGISTER >>](#)

Financial Calculators Overview

Thursday, July 8th | 11 a.m. CT | [REGISTER >>](#)

Map Searches - Paragon Professional, Paragon Connect, Collab Center

Wednesday, July 14th | 11 a.m. CT | [REGISTER >>](#)

Membership - Agent Roster & Membership Roster

Wednesday, July 14th | 12 p.m. CT | [REGISTER >>](#)



The following list of words used in listingdiv were taken from the NAR.REALTOR site.

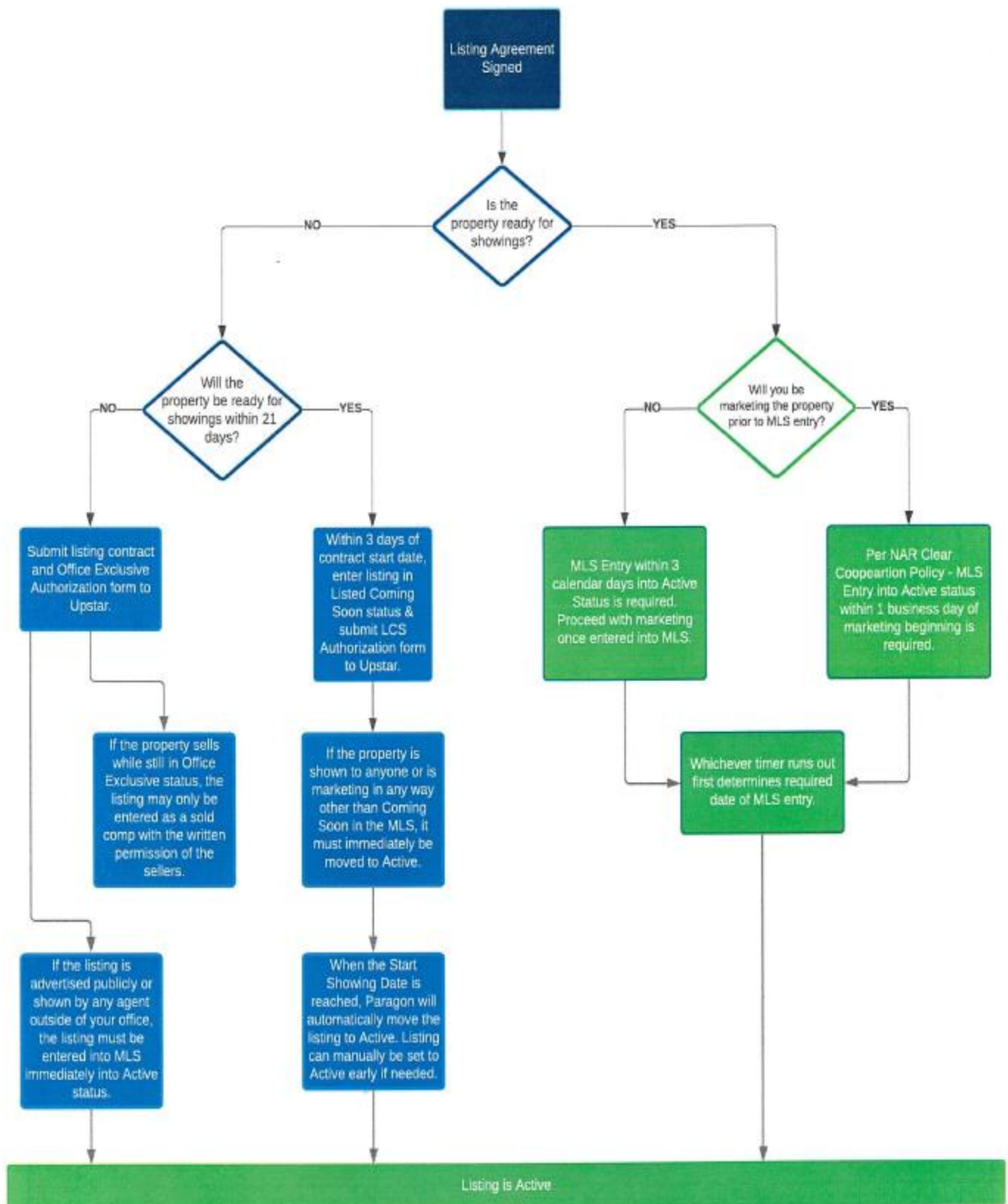
LISTINGDIV FAIR HOUSING WORD LIST

Able Bodied	Impaired
Adult	Independent Living
Adult Living	Indian
African	Integrated
Aids	Jew
Alcoholics	Jewish
Asian	Jews
Bachelor	Latino
Blacks	Lesbians
Board Approval	Married
Catholic	Membership
Caucasian	Mentally Handicapped
Chicano	Mexican-American
Children	Mormon
Chinese	Mosque
Christian	Nationality
Christians	Newlyweds
Church	Older Person
Crippled	Physically Fit
Deaf	Racial
Drinkers	Religion
Employed	Religious
Empty Nesters	Singles
Ethnic	Spanish
Exclusive Neighborhood	Synagogue
Felons	Temple
Gays	Unemployed
Handicapped	White Only
Healthy	
Heterosexuals	



Listed Coming Soon Flowchart

Upstate Alliance of Realtors® | November 18, 2020





As part of the Listed Coming Soon rules, agents must submit a copy of the LCS Authorization form to the local board within 3 days of entering a property into the LCS status. Some agents are not sending the LCS form to board staff so we are adding a reminder to Paragon. The Reminder will read as follow:

“Reminder to submit the LCS Authorization form to your local board staff.”

The reminder will only display when the listing is entered as NEW.

The screenshot shows the Paragon MLS interface for a listing. The top navigation bar includes 'Home', 'Admin', and 'Partial Listings'. The 'Partial Listings' tab is active, showing a search bar with 'Maintain: 391343'. The main content area is titled 'PARTIAL LISTING# -391343 - 5904 W DALLAS LANE'. It features a list of actions: 'Save', 'Tax Autofill', 'Reset Fields', 'Required Only', 'Open All', 'Close All', and 'Accept Warnings'. Below this, a warning message states '1 warning, 4 errors' and '1 of 5'. The warning table lists the following items:

Warning ID	Warning Message	Count	Action
3819	Reminder to submit the LCS Authorization Form to your local board.	1	<input type="checkbox"/> Accept
3656	Start Showing Date is required when Status is Listed Coming Soon.	1	Error
3716	Contract Begins Date is required when status is Listed Coming Soon.	1	Error

Below the warning table, the listing details are shown: (56) Status **R** LCS - Listed Coming Soon, (46) Class **R** RESIDENTIAL, and (49) Area **R**. The 'Add Label' button is visible on the left side of the interface.

ASSURANCE
TITLE
COMPANY

Standardized Addressing for MLS Data Entry

In the interests of maintaining data integrity for MLS searches, it is important that all addresses retain **postal correct formatting**. Failure to maintain standardized address entry in the MLS could result in some properties not being found through an address search. Worse, if an address is entered incorrectly, there is always a chance of it not being found by navigational apps used by potential clients searching for a specific home in which they are interested.

The best method for verifying if an address is postal correct is by using the official USPS.com website. This will not only correct the address, it will also provide the Zip+4 code as well as verify if the address actually exists.

Please note: the USPS database only contains actual physical addresses that can be serviced by a carrier. Not every physical address exists in the USPS database. For example, a city that only offers post office boxes and not carrier service for residents will not have every street address in the USPS database.

The direct link to the USPS.com website for verifying if an address is postal correct is:
<https://tools.usps.com/zip-code-lookup.htm?byaddress>

Currently, the MLS does separate address entry into **[Street #]**, **[Pre-Directional]**, **[Street Name]** and **[Street Type]**, however there are still instances of addresses not being entered correctly.

When entering a city address, it is also important to verify whether or not the address actually does feature a pre-directional. For example, in Angola it is common to incorrectly refer to Williams Street as "North Williams Street". There is no "South Williams Street" and the USPS does not recognize "North Williams Street".

The full list of appropriate abbreviation is too long to list here, but some common examples are listed below. If any of these rules seem arbitrary, remember that these are the rules established by the USPS, not by the Board.

Correct	Incorrect	Notes
123 N Main St	123 North Main Street	With few exceptions, all pre-directionals and street types are abbreviated
865 W Love Rd E	865 W Love Rd East	Post-directionals are almost always abbreviated
456 S Burkett Ln Unit A	456 S Burkett Ln #A	Some addresses require "Unit", "Lot" or "Apt"; # is seldom used
500 N 600 W	500 North 600 West	For most county road addresses with them, the directionals are always abbreviated
600 County Road 9	600 CR 9	"County Road" is almost never abbreviated
1000 N State Road 500	1000 N St Rd 500	"State Road" is almost never abbreviated
987 US Highway 99	987 US Hwy 99	"Highway" is not abbreviated when part of the name and not the street type
678 US Highway 55	678 U.S. Highway 55	Punctuation is never used
100 Lane 200 Lake Smith	100 Ln 200 Lk Smith	"Lane" is never abbreviated for a lake address if preceding the lane number "Lake" is never abbreviated if it precedes the lake name
200 Lane 300 Jones Lk	200 Lane 300 Jones Lake	"Lake" is always abbreviated if it follows the lake name
500 Lane 400a Simpson Lk	500 Lane 400 A Simpson Lk	There is no space between any letters that follow a lane number
123 S West Riley Sq	123 SW Riley Sq	"West Riley" is the full street name

Currently, the MLS **[Street Type]** field does not use abbreviations, but this may change in the future. Please continue using the **[Street Type]** field as implemented.

If it helps to visualize how the USPS decides what is postal correct, think of an address as maintaining this common format:

[ST #] [PRE-DIRECTIONAL] [ST NAME] [ST TYPE] [POST-DIRECTIONAL] [UNIT #]

So for the previous address examples:

[ST #]	[PRE-DIR] (abbreviate)	[ST NAME] (don't abbreviate)	[ST TYPE] (abbreviate)	[POST-DIR] (abbreviate)	[UNIT #]
123	N	Main	St		
865	W	Love	Rd	E	
456	S	Burkett	Ln		Unit A
500	N	600		W	
600		County Road 9			
1000	N	State Road 500			
987		US Highway 99			
687		US Highway 55			
100		Lane 200 Lake Smith			
200		Lane 300 Jones Lk*			
500		Lane 400a Simpson Lk*			
123	S	West Riley	Sq		

*Lake is always abbreviated if it comes after the lake name. This seems to break the abbreviation rule set by the USPS, but regardless, this is their rule

Special Note Regarding "Lots and Land" Data Entry

The USPS seldom assigns addresses to undeveloped land. This not only makes it problematic when entering these listings into the MLS, but it can also cause issues for some GPS mapping apps used by agents or potential buyers trying to visit the property.

Suggestions for data entry are as follows:

- 1) **Estimate the potential address as if a house had already been built.** By assigning a plausible address, some GPS mapping apps may find it easier to determine the location. It is often easy to ascertain the probable future address of bare ground by examining the surrounding properties. For example: If neighboring homes are designated as **"1065 N Sample Rd"**, **"1075 N Sample Rd"** and **"1085 N Sample Rd"**, the next address likely to be assigned would be **"1095 N Sample Rd"**. This address may not show up in the USPS database, but it will serve MLS purposes. It is also suggested to include a disclaimer in the Agent Remarks field along the lines of: "Property address is estimated and subject to change or approval by post office."
- 2) **If unable to estimate an address, use a zero instead of the lot number for the Street Number field and always include the correct street name, not the subdivision name.** It is better to enter the address as **"0 N Sample Rd"** rather than **"12 Example Subdivision"**.

Regardless if the property is a regular residential listing or bare ground, **ALWAYS "VALIDATE MAP" IN THE MAPPING FIELD WHEN ENTERING ANY NEW LISTING IN THE MLS.** If the pin is not correctly marking the listing, manually adjust it until it does. This will help insure that most GPS mapping apps will properly guide agents or potential buyers to the listing.



Dear Valued SentriLock Customer:

We've been hard at work improving the SentriKey® Real Estate website and app with new functionality for safe, convenient, and secure temporary access!

Effective Monday, June 28, 2021, the ability to provide temporary access to lockboxes that are in a Pending Assignment status is available two ways:

- By generating codes via One Day Codes or FlexCodes™. (FlexCodes™ are SentriGuard®-lockbox compatible.)
- By granting [SentriConnect® access](#) for Bluetooth® lockboxes from the SentriKey® Real Estate web/app.

These are more secure and robust alternative options to Contractor Codes and enable you to provide trackable temporary access to a specific individual – an out-of-area agent from a neighboring board/brokerage, a painter, an inspector, a contractor – anyone who needs controlled access to a property.

We hope this new functionality makes doing business easier than ever! If you have any questions or need assistance, please call Customer Support at 513-618-5800.



June 30, 2021



High Court Says CDC Lacks Authority

In a 5-4 ruling Tuesday evening, the U.S. Supreme Court said the Centers for Disease Control and Prevention (CDC) lacked authority to implement a blanket, nationwide eviction moratorium.

Although the court declined to lift the ban immediately, the ruling means the current moratorium will expire at the end of July.

“This is a massive victory for property rights,” says NAR President Charlie Oppler. “For more than a year, mom-and-pop property owners have been pushed toward financial ruin as they upkeep their properties and pay their taxes and mortgages with no income of their own. With the pandemic waning and the economy improving, it is time to restore the housing sector to its healthy, former function. Property owners also deserved this absolute clarity from our federal court system regarding property rights in America to avoid similar financial harm in the future.”

“This ruling keeps in place certainty for tenants for another month while bringing clarity to struggling housing providers. It is now critical that the nearly \$50 billion in rental assistance NAR helped secure gets out to those who need it most,” Oppler continues.

The eviction ban was first issued in September 2020 during President Trump’s term and was extended by President Biden several times through the end of July.

With the support of NAR, the Georgia and Alabama Associations of REALTORS® challenged the orders in federal court.

In May, a U.S. federal judge sided with housing providers, ruling the moratorium unconstitutional. However, the judge issued a stay of her ruling pending appeal.