

***In the Know....***

***January 10, 2022***

Northeastern Indiana Association of  
Realtors BOD and MLS BOD Leadership

**2022 EXECUTIVE BOARD OF DIRECTORS**

Mark Hansbarger, President  
[mark@hansbarger.com](mailto:mark@hansbarger.com)  
260-316-3192  
Dani Rittermeyer, Immediate Past-President  
[dani@alwaysre.com](mailto:dani@alwaysre.com)  
260-499-1334  
Dawn Miller, Incoming President  
[4dawnmiller@gmail.com](mailto:4dawnmiller@gmail.com)  
260-367-1778  
Patty Seutter, Secretary/Treasurer  
[pattys@c21bradley.com](mailto:pattys@c21bradley.com)  
260-302-1899

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

**2022 MLS BOARD OF DIRECTORS**

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[mark@hansbarger.com](mailto:mark@hansbarger.com)  
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260-318-4990



**Board of Directors**

Trent Curtis  
Kay Kunce  
Keith Forbes  
Jennifer Streich  
Joe Sells  
Matt Stezowski

**2022**

**MLS Board of  
Directors**

Becky Maldeney  
Mark Hansbarger  
Trent Curtis  
Shala Cook-Hoover  
Patty Seutter  
Dani Rittermeyer  
Jennifer Streich  
Vinnie Crump

### QUOTE OF THE WEEK:

Be so busy loving your life that you have no time for hate, regret or fear.

—Unknown

### MARK YOUR CALENDARS

**January 13 – BOD Meeting 9:00 a.m. Board Office**

**January 17 -SENTRILOCK CARD DEPRECIATION**

Your Sentricard will no longer be usable. See page 4 for more details.

**January 20 – Lunch -n- Learn 11:00-1:00 at Board Office. See flyer on page 5 for more information.**

**January 31 – Legislative Conference in Indy. Board Office Closed.**

**February 8 & 9 – C/E Classes – Zoom – Register online at [upstarindiana.com](http://upstarindiana.com) or call 260-426-4700.  
Course Cost: \$50.00**

**February 22 & 23 – C/E Classes – Zoom – Registration coming soon.**



## MEMBER NEWS:

**YOUR CODE OF ETHICS CERTIFICATION MUST BE COMPLETED AND TURNED INTO THE BOARD OFFICE BY DECEMBER 31 TO AVOID MEMBER SUSPENSION. SEE PAGE 10 FOR MORE INFORMATION.**

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### **SENTRILOCK CARD DEPRECIATION**

On January 17th, 2022, the sentricard will no longer be usable.

On Friday Dec. 17 an email was sent to everyone, and a link was posted on our facebook page with information on how to download and set up the app. See page 4 for a refresher and the link.

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### **C/E Classes:**

February 8 & 9 – Registration open – Zoom Format

February 22 & 23 – Registration coming soon

Cost: \$50.00

Zoom Format – Register online at [upstarindiana.com](http://upstarindiana.com) or call 260-426-4700.

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### **RPAC Moment:**

Plans are underway for 2022 RPAC Auction and we are now accepting donations at the Board Office or any RPAC Committee Member. More information coming soon!








**Jeremy High**  
Mortgage Consultant | NMLS# 580627  
260.999.7619  
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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**  
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NMLS# 556303


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



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**Abbie Hood, Owner**  
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**Visit our website at:**  
[www.neindianarealtors.com](http://www.neindianarealtors.com)



## **Dear Valued SentriLock Customer:**

On January 17th, you will no longer have the ability to open a SentriLock lockbox with your SentriCard®. Members who own a SentriLock lockbox will continue to be able to use their SentriCard® on lockboxes they own, if necessary, for certain basic ownership functions until 1/1/24. Those functions include:

- Taking or transferring ownership
- Releasing the shackle
- Assigning the lockbox to a listing
- Opening the key compartment

(Please note, these functions can be completed using the SentriKey® Real Estate mobile app and does not require a SentriCard®)

How to move from the card to the  
SentriKey® Real Estate mobile app.

## **Why Are SentriCards Being Deprecated?**

The smart card, while innovative at the time of introduction, is a technology that is reaching the end of its life cycle. We have experienced numerous challenges as smart cards approach the end of their utility, such as:

- Industry-wide difficulty in acquiring key components that go into the use of smart cards.
- An inability to develop new, highly desirable features that will work with smart cards.
- The natural migration of customers to the superior Bluetooth® connectivity and app-only environment.

As a technology company, we take pride in always keeping a keen eye toward the future, while staying firmly committed to providing the best overall customer experience. The result of this approach means that some technologies must be retired as newer, more efficient solutions become available.





NORTHEASTERN INDIANA  
ASSOCIATION OF REALTORS®



# 2022 FORMS CHANGES

FILING ETHICS COMPLAINTS &  
THE GRIEVANCE PROCESS

**JAN 20 | THU | 11 AM—1 PM**



**521 Professional Way | Kendallville, IN**



## **SPEAKER:** Mark Bock

Mark Bock, IAR's 2018 Distinguished Service Award winner, will conduct a presentation on the updates to ZipForms, the changes in the law, and the how's and why's behind them.

Additionally, Mark will speak on the process of filing an Ethics Complaint and the Grievance Committee process. In his presentation, he will also answer the question "What are Your Consequences?"

## **RSVP**

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



**EVENT SPONSOR**

*Lunch provided by ...*



**Fidelity National Title**

[www.neindianarealtors.com](http://www.neindianarealtors.com)

The 2022 version of the Residential Purchase Agreement or Form #02 is now fixed in your zipForm® Plus library and we shared the corrected form with the other forms software providers we work with. We apologize for the inconvenience and appreciate your patience.

If you began to prepare a Purchase Agreement before the fix happened and have questions, please call the Legal Hotline (contact info is below).

Remember that IAR forms are for IAR members only. To protect the integrity of the legal forms, and the IAR members who pay to access these forms, IAR will pursue legal means to prosecute any unauthorized user or supplier of the forms to unauthorized users.



[View Changes](#)



[View Changes](#)

Since announcing the forms changes, our attorneys have fielded several calls, primarily on the **new residential form titled, "Notice of Termination."** Here's a sample of that form and further explanation from the slides above.



[Notice of Termination](#)



[Q&A on New Form](#)

### Questions on any of the above?

The Legal Hotline is your best bet. Ask your managing broker to call on your behalf. Your managing broker can also authorize you to call the hotline yourself. It just takes a quick call to the hotline or completion of this [web form](#) (login = username/NRDS #, password/last name in all lowercase

**1-800-444-5472**

**Monday – Friday | 9am – 5pm ET**



Our popular webinars are back for 2022! Click on "Register" below to sign up for your preferred Paragon Training Webinars.

### **Price Analysis - *New!***

*Presented by Gary Arnett*

**Wednesday, January 12th | 1 p.m. CT | [REGISTER >>](#)**

### **Email Signatures & Message Bodies**

*Presented by Gary Arnett*

**Thursday, January 13th | 1 p.m. CT | [REGISTER >>](#)**

### **Search Fields and How to Use Them**

*Presented by Natalie King*

**Wednesday, January 19th | 11 a.m. CT | [REGISTER >>](#)**

### **Advanced Search Functionality**

*Presented by Natalie King*

**Thursday, January 20th | 1 p.m. CT | [REGISTER >>](#)**

### **Quick CMA**

*Presented by Gary Arnett*

**Monday, January 24th | 1 p.m. CT | [REGISTER >>](#)**

### **Customizing Searches**

*Presented by Natalie King*

**Wednesday, January 26th | 11 a.m. CT | [REGISTER >>](#)**

### **Hotsheet Searches**

*Presented by Natalie King*

**Thursday, January 27th | 1 p.m. CT | [REGISTER >>](#)**

### **Price Analysis - *New!***

*Presented by Gary Arnett*

**Monday, January 31st | 1 p.m. CT | [REGISTER >>](#)**

# 2022 MEMBER BENEFIT CONTINUING EDUCATION



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**Powered by the Indiana Association of REALTORS®**

## HOW-TO: ACCESS YOUR IAR MEMBER BENEFIT CE

[Start at RECP.org](https://www.recp.org)

*RECP is IAR's school*

1. Enter your username (typically your email address) and password and click "Login."  
*Please do not create a new account or pay for CE.*
2. Once you are logged in, you will be on the "Registrations" page. Look for the 2022 CE package and click "Access Course" to the right side of the listing.
3. Start one of the four 2022 courses!

[Email RECP staff for help logging in](#) or call 1-800-742-4067. *Please do not create a new account or pay for CE.*

## 2022 CE PACKAGE = 12 TOTAL HOURS

1. **Antitrust: Let's Fix This!** – 3 hours, Broker credit
2. **Forms: What You Should Know** – 4 hours, Broker & Managing Broker credit
3. **H2O Risks, Rights, and Regulations** – 3 hours, Broker credit
4. **Fair Housing: History and Current Events** – 2 hours, Broker credit

You may complete one, two, three or all four of the courses – at any time, in any order. You may stop and restart the courses whenever and as often as you need. Logout to ensure your progress is saved. You will get your certificate of completion immediately so long as you pass the assessment at the end of the course and fully complete the survey that follows. You can also access your certificate(s) of completion any time in your RECP account. [Email RECP staff for help or with questions](#) or call 1-800-742-4067.



# Listed Coming Soon – REVISION

**LCS POLICY CHANGE:** Properties in the “Listing Coming Soon” (LCS) Status will be included in all Paragon functionality including Auto Notifications, Saved Searches, Collab Center etc. LCS properties will be included in IDX, VOW and Syndication Feeds and made available to MLS Partners with the requirement that Start Showing Date also display. Days on Market will accrue from Date of Input into the LCS status and will continue to accrue when Status changes to Active.

**LISTED COMING SOON EXPLANATION:** The Listed Coming Soon status was added to Paragon to provide a consistent policy for managing active listings that included a delayed showing date.

Effective January 4, 2022, agents may publicly market properties in the Listed Coming Soon Status provided the Seller signs the Listing Contract and the LCS Authorization Form. The agent will submit the LCS Form to Board Staff. Properties in the LCS Status will not be available for Showings or Open House by anyone, including the Listing Agent/Office. The “Start Showing Date” can be a max of 21 days from the date of input. Once the form is signed, the agent has 3 days from obtaining the seller signature(s) to email the form to Board Staff.

**MANDATORY ENTRY INTO THE MLS:** Agents who have an executed Listing Contract and a signed Listed Coming Soon Authorization Form must enter the property into the Listed Coming Soon Status in Paragon. All required fields and 1 main photo must be added.

## **Revised Information:**

### **MLS Listing Entry – For:**

#### **Public Marketing:**

**Agents have 1 business day after marketing to enter the listing into Paragon (including LCS listings)**

#### **No Public Marketing:**

**Agents have 3 calendar days to enter a listing into Paragon after obtaining seller(s) signature if no public marketing**

**NO OPEN HOUSES:** No Open Houses will be allowed by anyone, including the Listing Agent/Office, while the property is in the Listed Coming Soon Status. Holding an Open House will require a status change to ACTIVE.

**NO SHOWINGS:** No Showings will be allowed by anyone, including the Listing Agent/Office, while the property is in the Listed Coming Soon Status. Showings will require a status change to ACTIVE.

**PUBLIC MARKETING IS ALLOWED** and includes, but is not limited to, flyers displayed in windows, yard signs, digital marketing on public facing websites, brokerage displays (including IDX) digital communications marketing (email blasts), multi-brokerage listing sharing networks.

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Note, these policies have been reviewed in accord with National Association of Realtors (NAR) Clear Cooperation rules and IRMLS legal department. Respectfully, NEIAOR and your local MLS.



#### CODE OF ETHICS TRAINING FAQ

NEIAOR is responsible for verifying that its members have met NAR's Code of Ethics requirement. When you take your COE training, you must provide a copy of the certificate to the Board office upon completion of the course. This will also help the Board Office to confirm your compliance if you would want to verify this information.

## **CODE OF ETHICS CLOCK HAS RUN OUT!**

**All Members** (realtors and appraisers) must take the Realtor COE course. Members who have **not met** the **NAR requirement** by **December 31** will have all **benefits suspended** until **proof** of a **NAR approved realtor COE course** has been submitted. Email your certificate to the board office at [niaor1@mchsi.com](mailto:niaor1@mchsi.com).

**COE cycle 6 ended on December 31, 2021.**

### ***Free Member Benefit:***

Please visit the NAR site at [WWW.nar.realtor](http://WWW.nar.realtor) to complete your requirement.

**ASSURANCE  
TITLE  
COMPANY**

**LOOK WHAT'S NEW!**  
**IAR HAS LAUNCHED CAPITOL AND MARKET. BE SURE TO CHECK IT OUT!**



*Capitol and Market.* It's not only our address but also what we do. IAR backs you at the state Capitol and works to keep REALTORS® at the center of their local market. This debut monthly newsletter will report on these efforts, as well as all the other information you're entitled to as a member.

Add [news@indianarealtors.com](mailto:news@indianarealtors.com) to your address book and be sure to let your local association know when you change email addresses (that's where we get your contact). Also, don't hesitate to [share your ideas](#) for content. Thank you for reading and thank you for your membership.

## Leadership

### Meet the 2022 Board of Directors

January 1st marked the full implementation of a new governance structure for IAR. Because you are constantly evolving to meet client needs, we must do the same to meet your business needs. [READ MORE.](#)



## MEMBER'S EDGE

January 6, 2022

### Know the Rules of the REALTOR® Trademark

NAR has launched an updated Membership Marks Manual geared specifically toward you, along with a video covering how to avoid common misuses, including in business, domain, and social media names.

**Let's get fiscal.**

**Tax Summit 2022**

**REGISTER TODAY!**



For REALTORS®, managing tax documents, understanding complex returns, and constant tax law changes makes preparing a tax return a tedious process. Register for NAR's Center for Financial Wellness Tax Summit four-part series virtual event:

Tax Considerations for the Newly Self-Employed  
Wednesday, February 2 at 1:00-2:00 p.m. CT

What to Do If You've Got IRS Trouble  
Wednesday, February 9 at 1:00-2:00 p.m. CT

2022 Small Business Advanced Tax Update  
Wednesday, February 16 at 1:00-2:00 p.m. CT

Your Financial Golden Years  
Wednesday, February 23 at 1:00-2:00 p.m. CT

You will learn how to improve personal wealth by spotting opportunities in your tax return, what to do if the IRS comes knocking, and more. Space is limited!



Visit the official [REALTOR® Broker Summit](#) site to register or to learn more.

Register for your seat today!



You have until Feb. 14 to submit your application for the program that identifies, inspires, and mentors emerging leaders at local and state associations. Participants can experience multiple facets of leadership and define their leadership style along the way.



## ATTENTION BROKER/OWNERS:

**YOUR IRMLS RECERTIFICATION PARTICIPATION AGREEMENT WAS SENT TO YOUR EMAIL ON AUGUST 27. BELOW IS A COPY OF THE FIRST PAGE OF 5 PAGES. THIS MUST BE COMPLETED TO UPDATE THE IRMLS AND ENSURE THAT THEY HAVE YOUR CHOICE OF COPYRIGHT PROTECTION IN THEIR FILES. IF YOU NEED ANOTHER COPY SENT TO YOU, PLEASE CONTACT THE BOARD OFFICE AT [NIAOR1@MCHSI.COM](mailto:NIAOR1@MCHSI.COM).**

### Indiana Regional MLS LLC Participant Agreement

This AGREEMENT is made and entered into by  
Indiana Regional MLS LLC ("IRMLS"), with offices at 1415 Union Street,  
Lafayette, IN 47904; and  
with offices at \_\_\_\_\_ ("Firm Participant"),

#### DEFINITIONS AND USAGE.

1. **Definitions.** For purposes of this Agreement, the following terms shall have the meanings set forth below.

**Association:** The REALTOR® association or multiple listing service organization through which Firm Participant and Subscribers receive the IRMLS Service.

**Association Policies:** The rules and regulations, and policies and procedures adopted by Association's board of directors or authorized delegates, as Association amends them from time to time.

**Individual Participants:** With regard to each office of Firm Participant, the individual responsible for Firm Participant's conduct under IRMLS Policies that is a "participant" as that term is defined in the IRMLS Policies.

**IRMLS Affiliates:** IRMLS Affiliates means IRMLS and its officers, directors, employees, agents, representatives, licensors and shareholders.

**IRMLS Database:** All data available to Firm Participant on the IRMLS System, including the Participant Contribution and all other text, binary, and photographic image data, in any form now known or hereafter discovered.

**IRMLS Policies:** IRMLS's then current bylaws, rules and regulations, and policies and procedures adopted by IRMLS's board of directors or authorized delegates, as IRMLS amends them from time to time.

**IRMLS Service:** The services IRMLS provides to Firm Participant under this Agreement and similar services IRMLS provides to third parties under similar agreements, including any access or license to the IRMLS Software, the IRMLS Database, and the IRMLS System.

**IRMLS Software:** IRMLS's proprietary web browser interface(s) to the IRMLS System.

**IRMLS System:** The aggregate of all hardware and telecommunications systems that IRMLS maintains, or that IRMLS contractors maintain on its behalf, in order to make access to the IRMLS Database available to Firm Participant.

**Other Participants and Subscribers:** All Participants and Subscribers of IRMLS not party to this Agreement.

**Participant Compilation Contribution or "PCC."** All selection, coordination, and arrangement by Subscribers of the listing information submitted, contributed, or input in the IRMLS System, including the choice, classification, categorization, ordering, and grouping of material or data that is included in the IRMLS System. PCC does not include original text or photographs.

**Participant Contribution:** All data that the Subscribers submit, contribute, or input in the IRMLS System, including text, photographs, images, and other materials, in any form now known or hereafter discovered, except the PCC.

**Saved Information:** Information that Subscribers store in the IRMLS System for their own later use that is not intended by them to be available to Other Participants and Subscribers, including client prospect and contact information.

**Subscribers:** Firm Participant's employees, contractors, salespeople, and assistants (whether licensed or unlicensed as real estate agents or appraisers).

IRMLS Participant Agreement  
August 1, 2021

2. **Usage.** The following usages apply to any interpretation or construction of this Agreement, unless the context clearly indicates otherwise.

(a) Wherever the term "including" is used, it means "including, but not limited to."

(b) The singular and plural numbers and masculine, feminine, and neuter genders of words are fully interchangeable.

(c) Wherever the term "law" is used, it means all statutes, regulations, and case law, both state and federal, as they are amended. Without limiting the generality of the foregoing, "law" expressly includes all state and federal fair housing statutes and regulations.

#### IRMLS'S OBLIGATIONS.

3. Subject to the terms and conditions of this Agreement and the IRMLS Policies and/or Association Policies, Association shall provide one unique user ID and password to each of the Subscribers that is authorized to obtain access to the IRMLS service by virtue of this Agreement or another license agreement; and Individual Participants for which Firm Participant is responsible shall have all rights and obligations of a participant in IRMLS as set forth in the IRMLS Policies and/or Association Policies. The user ID and password will provide Individual Participants access to all data and functions in the IRMLS Service to which Individual Participants are entitled under the IRMLS Policies and/or Association Policies. IRMLS makes no warranties, however, that the IRMLS Service will be available at all times.

#### FIRM PARTICIPANT ACKNOWLEDGMENTS.

4. **Modifications to service.** IRMLS may, but is not required to, modify the IRMLS Service, including removing information and making additional information available, and adding and removing system functions. Certain products and services made available in conjunction with the IRMLS Service may be subject to agreements other than this Agreement and may require payment of additional fees.

5. **Editorial control.** IRMLS is not required to, and assumes no responsibility to, review, edit, or exercise editorial control over the IRMLS Database or the Participant Contribution; use of either is subject to the exclusions of warranties and limitations of liabilities set forth in this Agreement. The foregoing notwithstanding, IRMLS may take any steps necessary in its judgment, including deleting the Participant Contribution or portions thereof, to avoid or remedy any violation of law, breach of the IRMLS Policies, Association Policies, or infringement of intellectual property right. Additionally, IRMLS shall have the right to alter and/or remove metadata and copyright management information contained in the Participant Contribution.

6. **Conditions of service.** Firm Participant must at all times have an Individual Participant designated for each office. Firm Participant shall ensure that at all times Individual Participants for which Firm Participant is responsible under this Agreement satisfy the prerequisites for participation in the IRMLS Service. The prerequisites are set out in the IRMLS Policies and/or Association Policies; at present, they include a requirement that Individual Participants either (a) hold a real estate broker's license, be actively engaged in real estate brokerage, and offer and receive offers of compensation from other brokerage firms; or (b) be licensed or certified by an appropriate regulatory agency to engage in the appraisal of real property. Individual Participants must maintain active membership in a REALTOR® association at all times during the term of this Agreement. Subscribers may enter and retrieve active listing information

