

In the Know....

June 13, 2023

*Northeastern Indiana Association of
Realtors BOD and MLS BOD Leadership*

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Dawn Miller, President
4dawnmiller@gmail.com
260-367-1778
Mark Hansbarger, Immediate Past-President
mark@hansbarger.com
260-316-3192
Patty Seutter, President Elect
pattys@c21bradley.com
260-302-1899
Jennifer Streich, Secretary/Treasurer
jstreich@hoslerrealty.com
260-302-5200



Board of Directors

Kay Kunce
Shala Cook-Hoover
Leyth Al-Mohammedawi
Dani Rittermeyer

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

2023 MLS BOARD OF DIRECTORS

Mark Hansbarger-President
mark@hansbarger.com
260-316-3192

Shala Cook-Hoover-Secretary
shalacook@hotmail.com
260-463-1111

Dawn Miller
4dawnmiller@gmail.com
260-367-1778

Patty Seutter
pattys@c21bradley.com
260-302-1899

Jennifer Streich
jstreich@hoslerrealty.com
260-302-5200

Michele Guin
micheleg@c21bradley.com
260-579-7316

Dominic Jackson
djackson@hoslerrealty.com
260-446-7650

Dani Rittermeyer
dani@alwaysre.com
260-499-1334

2023

**MLS Board of
Directors**

Mark Hansbarger
Dawn Miller
Shala Cook-Hoover
Patty Seutter
Jennifer Streich
Michele Guin
Dominic Jackson
Dani Rittermeyer

QUOTE OF THE WEEK

Every son's first superhero is his father.

- Tiger Schraff



MARK YOUR CALENDAR

June 15 – Lunch-n-Learn. See flyer on page 4.

June 18 – Happy Fathers Day!

June 20 – Sentrilock mobile app security feature enabled. More information on page 10.

June 30 – 12 Hour C/E class deadline.

June 30 – License Renewal deadline.

July 4 – Happy 4th of July! Board Office Closed.

July 13 – BOD Meeting 9:00 a.m. at the Board Office.

July 13 – MLS BOD Meeting 10:15 a.m. at the Board Office.

MEMBER NEWS:

A Message from NAR

During the May Legislative meetings in Washington D.C., NAR approved that the annual dues payment will be adjusted from \$150.00 to \$156.00 and will be implemented for the 2024 dues billing cycle.

LICENSE RENEWAL INFORMATION:

Please check your emails! IPLA sent your renewal information via email on March 30.

You must have all 3 years of your C/E completed before you can renew!

If you still need to take your C/E or if you need previous courses, you can complete those classes online thru RECP.

The deadline to renew is June 30, 2023.

DID YOU KNOW?


The MLS has tutorials and short training videos for all members to access at any time! Check it out! It's a great resource that is offered to you as part of your MLS dues!




This year's **NAR NXT** will be in Anaheim, California, November 14-16 and governance meetings will be 14-17. The link to registration as well as critical event information is available at narnxt.realtor




We are the **#1 place** to **BUILD, BUY, or Remodel.**



Eric Smothermon
260.609.4622
esmothermon@trfcu.org
NMLS# 586065

3 RIVERS  NMLS# 556303

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Northeastern IN Association
of REALTORS®!!



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260-665-5770

CLOSE IN DAYS NOT WEEKS! | MORTGAGES IN A SNAP!

 **TOP 1%** 
MORTGAGE ORIGINATORS
In America

Steve Hostetter
NMLS#454458
260.403.8642

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 **Bailey & Wood**
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CLOSE IN DAYS NOT WEEKS!

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 **Paul Lang**
NMLS# 10122707 IN 487002
260.905.6689

Northeastern Indiana
Association of REALTORS®

Lunch & Learn

June 15

11am - 1pm

Topic:
GLA measurements
and ANSI standards

Our Speaker:

Kyle Bolyard

Don't miss your chance to win free MLS usage!!!

Please bring your business card for a chance to win six months of free MLS fees. To qualify you must attend at least one Lunch-n-Learn. We will draw for winners during the inaugural in November 2023 and you must be present to win.

Lunch provider and sponsor is
Michelle Clayton Geneva Financial



Discussions & Insights

AS REALTORS® you know that the appraised value is a critical part of a successful real estate transaction. This month our speaker is Kyle Bolyard of Hosler Appraisal. Join us to gain insight into how a certified appraiser calculates the fair market value of various types of real property focusing on GLA measurements and ANSI standards.

RSVP
260-347-1593
niaorl@mchsi.com

PLEASE TAKE A MOMENT TO COMPLETE THIS VERY IMPORTANT FEATURE.

If you do not choose a phone number or email address, your listings that display on other office's websites **WILL NOT** have any contact information.



Attention Managing Brokers!
Now You Can select YOUR email or phone number to display on IDX listings!

Effective September 1st, NAR's Broker Attribution Policy requires the display of the Listing Office Name and the email or phone number provided by the MLS Participant to display on IDX listings. IRMLS also requires the name of Listing Agent. In order to comply with this policy, Black Knight recently updated Paragon to allow Managing Brokers to select a phone number or email for display on their IDX listings. However, in order for a specific phone number or email to display, the Managing Broker must take **ACTION**.

Black Knight is not allowed to select a specific contact on behalf of the Broker so the system is set to "No Value selected". Managing Brokers must log into Paragon and follow the directions below to select their contact preferences for IDX display.

Log into Paragon > select Preferences > System Preferences > IDX/Vow Contact Info. A dropdown has been added labeled "Attribution Contact" that includes the following options:

- No value selected
- Agent Preferred Phone
- Agent Email
- Office Broker Preferred Phone
- Office Phone #1
- Office Phone #2
- Office Email

If a Managing Broker is assigned to multiple offices, each office will appear with a separate dropdown so the Managing Broker can select a specific contact for each office.

We are happy to answer any questions.

The screenshot shows the Paragon system's left-hand navigation menu. The "System Preferences" item is highlighted with a green box and a green arrow pointing to it. Below it, the "IDX / VOW Contact Info" item is also highlighted with a green box and a green arrow pointing to it. The main content area on the right is titled "IDX / VOW CONTACT INFO" and contains a "Save" button. Below the button, there is a text instruction: "As a broker, select the appropriate email or phone number to display as the Attribution Contact on your office's listings in IDX and VOW data feeds." Further down, there is a section labeled "Attribution Contact:" which contains a dropdown menu. The dropdown menu is currently set to "No Value Selected" and is highlighted with a green arrow. The dropdown list shows the following options: "No Value Selected", "Agent Preferred Phone", "Agent Email", "Office Broker Preferred Phone - Off", "Office Phone #1 - Office:", "Office Phone #2 - Office 2:", and "Office Email -".



TIME IS RUNNING OUT!!!

C/E and License Renewal deadline is JUNE 30, 2023. You must have your C/E completed before you can renew your license with IPLA. **(YES, ORDER MATTERS!)** You can complete your free class online by logging into <https://recp.org/>.

You can complete your License Renewal thru the email that was sent to you from IPLA on March 30. If you did not receive an email, contact IPLA at 317-232-2960. Remember, if you do not renew by the deadline or if the process was completed in the wrong order, you could be subject to a fine or disciplinary action.





A chance to change someone's life in one day!

Please consider volunteering for one or all of these worthy projects. Contact the board office if you would like to sign up for one of these dates! We love to send groups as well! As always, Habitat will provide coffee, water, breakfast snacks and lunch. Habitat will provide the tools and their amazing project managers, so we just need to see your smiling faces! All projects begin at 9 am, and we are usually finished by 2-3p.m.

| | | |
|---------|------------|-----------------------------------|
| June 9 | -Friday | 900 Autumn Hills Dr. #20 - Avilla |
| June 30 | - Friday | 502 Red Oak Dr., Kendallville |
| July 8 | - Saturday | 52E Edgewater Dr., Garrett |
| July 15 | -Saturday | 83N Music Dr., Garrett |
| July 21 | -Friday | 1889 Rochester Rd., Ligonier |



ATTENTION AGENTS - COURTESY REMINDER

The association has been asked to remind our membership that the subdivision of Oak Shores in Rome City, Noble County, **IS** under the restrictions and covenants of an active Home Owner's Association. All prospective buyers and sellers must be made aware of this. Their HOA has asked us to provide our members with the relevant documents and contacts needed for transactions there. A copy of the documents can be found on the MLS docs section in the NEIAOR folder under "Home Owner Assoc. Documents".

****Be aware any and all documents are subject to changes so agents should exercise due diligence in verifying current info and contacts.****

Any questions about the Oak Shores Home Owners Assoc. should be directed to the contact info provided.

'Master suite': Why the language in listings matters

Discussions over the past few years have highlighted the potentially insensitive connotations associated with this once-common term in property descriptions.

Full Story: [REALTOR® Magazine/The Lounge](#)

SUGGESTED STANDARDS FOR REALTOR OF THE YEAR (ROY) AWARD

1. **REALTOR® SPIRIT:** High principles of integrity, adherence to the REALTOR® Code of Ethics, and furtherance of the principles of good real estate practice among brokers, agents, and the general public
2. **CIVIC ACTIVITY:** Local, state, and national level participation in civic and service clubs, charitable activities, political commissions, or fraternal or religious groups
3. **BUSINESS ACCOMPLISHMENTS:** Public recognition of business conduct, service to clients, imaginative and creative advertising programs, rehabilitation work, land utilization, etc.
4. **LOCAL ASSOCIATION/BOARD ACTIVITY:** Local offices held and committee work, special assignments, seminar activity and educational work, membership, and offices held in local chapters of Institutes, Societies, and Councils
5. **STATE ASSOCIATION ACTIVITY:** State offices held and committee work, attendance and participation in state conventions, director's meetings, and educational conferences.
6. **NATIONAL ASSOCIATION ACTIVITY:** National offices and committee work, membership, and work in Institutes, Societies, and Councils, attendance at national conventions and directors' meetings

Deadline

Applications open June 1, 2023

Applications due by 6 p.m. ET July 1, 2023

Please contact a board member if you have someone you would like to nominate for Realtor of the Year.

Board Members:

Dawn Miller 260-367-1778

Shala Cook-Hoover 260-463-1111

Patty Seutter 260-302-1899

Leyth Al-Mohammedawi 260-403-8315

Jennifer Streich 260-302-5200

Dani Rittermeyer 260-499-1334

Mark Hansbarger 260-316-3192

Kay Kunce 260-316-1422





NEW WORDS/PHRASES ADDED TO LIST DIV

It is the start of the busy "listing" season and we are seeing an uptick in Active Listings flagged using the No showing phrase in the remarks field. We are also seeing words/phrases like No Viewings/No Access being used. These words/phrases are not in line with data integrity and were recently added to the ListDiv words list. Please remember active listings entered into the MLS must be available for immediate showings. If you need delayed showing listings, they can be entered into the Listed Coming Soon status for up to 21 days. If the seller exceeds the 21 days, the listing can be placed in temp off market. As a reminder, LCS listings are included in the IDX/VOW and syndication data feeds, however, it is up to the client and/or vendor to decide if the LCS status is displayed.

PLEASE CHECK YOUR EMAIL AND MAKE SURE TO WHITELIST ALL EMAILS COMING FROM THE LISTDIV SYSTEM AND NORTHEASTERN BOARD OFFICE. THANK YOU FOR MAKING SURE YOU ARE GETTING THE IMPORTANT INFORMATION YOU NEED!



News from IRMLS & Black Knight



Zillow Residential Lease Syndication – IRMLS recently entered into a syndication agreement with Zillow for the display of RESIDENTIAL LEASE Listings ONLY. **Managing Brokers** – you can syndicate your Resi Lease listings by using Clareity Connect – available in the Broker Container of the Clareity dashboard. The Clareity Connect guide has been updated. Click below to see the guide. Select the Clareity Connect icon which takes you to the Zillow Tile – Once you click on the Zillow tile; a request to syndicate will be sent to Zillow and Zillow will process the request within 24 to 48 hrs; You can use the Zillow dashboard to manage your syndication to Zillow.



1. Managing Broker
Syndication Clareity

Broken Photo Links – Black Knight is still working to resolve the broken photo links that occasionally happen when a listing is converted from a partial to an active listing. The only way to resolve the broken links is to re-upload the photos. Broken links can be identified by viewing the Listing using the All Fields Detail report.





SentriLock is enabling an important security feature for the SentriKey® mobile app in late June. This change will provide a higher level of protection against unauthorized access to your lockboxes or mobile app.

What does this mean for agents?

Beginning in late June, if users of the SentriKey® mobile app input an invalid PIN more than three times they will be temporarily locked out of their account for a few minutes. To avoid being locked out, after the third attempt, users will be directed to reset their PIN in the app or call SentriLock support for assistance.

What is a simple solution?

To avoid invalid PIN lockouts, we recommend that users enable biometrics (Touch ID or Face ID) in the SentriKey® mobile app. For information on how to do this, please see our [mobile phone guide](#).

What if an agent has forgotten their PIN?

A user can reset their PIN in the SentriKey® mobile app or on the SentriKey® website, using their security questions. If an agent has been locked out, SentriLock support will be able to assist in resetting their PIN.

**ASSURANCE
TITLE
COMPANY**



Upcoming Paragon Training for June 2023

Click on "Register" to see a full description of each class.

Seller Side Exploration | Tuesday, June 13th | 1 p.m. CT [REGISTER >>](#)

Property Searches | Wednesday, June 14th | 1 p.m. CT [REGISTER >>](#)

Location, Hotsheet Searches & Open House/Tours | Thursday, June 15th | 1 p.m. CT [REGISTER >>](#)

Results & Distribution | Friday, June 16th | 1 p.m. CT [REGISTER >>](#)

Contacts | Monday, June 19th | 1 p.m. CT [REGISTER >>](#)

Listing Input & Maintenance | Friday, June 23rd | 1 p.m. CT [REGISTER >>](#)

Members - Agents & Offices | Friday, June 30th | 1 p.m. CT [REGISTER >>](#)

My Content - Listing Carts & Property Watch | Monday, July 3rd | 1 p.m. CT [REGISTER >>](#)



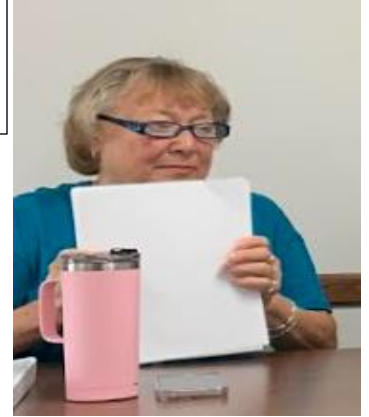
**NATIONAL
ASSOCIATION OF
REALTORS®**

Educate consumers about REALTOR® value and how local MLS broker marketplaces work to promote equity, transparency and market-driven pricing options for consumers. See articles in the links below.

[RealTrends](#)

[REALTOR® Magazine](#)

BOD & MLS BOD
June Meetings





The License Renewal Window is Open!

Read carefully (and complete your CE) before licking that stamp or hitting send:

Last Thursday, all real estate licensees received official notification from the Professional Licensing Agency that renewal applications for another three-year cycle can be submitted by mail or online by June 30th, 2023.

Online renewal is available at www.mylicense.in.gov (processing fees may apply); the standard renewal fee is \$60 (and there's a \$50 late fee for submissions after 11:59PM on the 30th).

A few tips and reminders on the renewal process and Continuing Education requirements:

- If you didn't get the e-mail notice, check your spam folder first and make sure PLA has an updated e-mail address (account updates can be made online [here](#)).
- June 30th is also the CE deadline for Indiana's annual twelve-hour real estate CE requirement (which begins for all brokers two years after they initially earn their real estate license).
- The deadlines are the same but the order matters: All three years of CE for the renewal cycle (36 hours) **must be completed before applying for renewal.**
- The final question on the license application reads, "Have you completed the required continuing education to renew?" – not completing CE or

applying for renewal before finishing CE hours risks a fine, license suspension or other disciplinary action from the PLA.

- Remember that IAR provides twelve hours of CE each year as a member benefit through our Real Estate Certification Program (RECP) online and on-demand at [RECP.org](https://www.recp.org).
- If brokers missed CE hours from previous years in the cycle, they should work to catch up on total hours to minimize any potential sanction from a PLA audit; RECP courses from previous years can be accessed for a nominal reactivation fee.
- **And if you need help, we're here – call the RECP helpline at 800-742-4067 or drop up a line at info@recp.org.**

Speaking of help: The PLA notification didn't address issues unique to new brokers (less than two years in the business) – **here's some clarification.**

- There are no CE hours required for the first two years after earning a license, to focus on completing the 30-hour post-licensing course requirement during that time.
- Everyone must renew their license, but brokers heading into their first renewal may not have any CE required (or may only need to complete the current 12-hour requirement).
- New brokers should answer "YES" to the final question ("Have you completed the required continuing education to renew?") if they are still in the two-year period for completing the Post Licensing course before annual CE requirements begin.



No-Cost Broker Continuing Education

An Indiana Association of REALTORS® Member Benefit



Courses available July 2022 – June 2023; Curriculum developed by Real Estate Certification Program

Don't Be an April Fool: Finish your CE before license renewal season

The renewal window for Indiana real estate licenses opens in April (90 days before the June 30th deadline) and it's natural to want to get the jump on the application process.

But don't start thinking about the Sweet Sixteen before making it out of the second round – **brokers must complete all required Continuing Education for the three-year licensing cycle – 36 hours of CE total – before submitting their license renewal application.**

Don't press your luck when it comes to your license status. Brokers who are audited and found to have filed for renewal without wrapping up their CE (including the current 12 hours also due by June 30th) risk a fine and/or license suspension by the Professional Licensing Agency.

This year's Final Four tips off on Saturday, April 1st, so think of it this way – you have the rest of college basketball season to get the jump on any outstanding CE before you need to even start thinking about your license (and again, you have another three months to actually wrap up your requirements and submit your renewal by June 30th).

Don't delay: Brokers are required to complete all CE before license renewal – good intentions don't count. Submitting your renewal before finishing your CE hours risks a fine or other disciplinary action.

Here's a quick checklist for winning the renewal season:

- **Don't start the renewal process until you get the official green light:** *Renewals can't be filed until 90 days before the June 30th deadline, and PLA won't accept applications until the 'renewal window' officially opens. (In the meantime, make sure PLA has an active and up-to-date e-mail so you don't miss updates.)*
- **Complete all required Continuing Education before submitting your** *Yeah, we're going to keep repeating this point.*

- **Remember – REALTORS® have access to member-benefit CE (online and on-demand) through RECP:** *IAR offers member-benefit CE through our Real Estate Certification Program (RECP) at [RECP.org](https://recp.org).*
- *Access high-quality content from industry experts that meets CE and other professional requirements (like NAR's Code of Ethics course), delivered online and on-demand for maximum flexibility and convenience. Best of all – it's already included in your membership.*
- **RECP also offers a download guarantee to confirm your CE completion:** *You can also prepare for license renewal by gathering documentation for your completed courses – if you use RECP, our team guarantees easy download of your course certificates! (And dedicated support at our help desk - 1-800-742-4067 – or info@recp.org.)*
- **You can play catch up:** *CE must be completed on schedule, so brokers who missed hours in the 2020-2021 or 2021-2022 cycles are technically out of compliance. But brokers who complete the total 36 hours – even if some are late and pushed into the wrong year – often only face a fine and not a license suspension. (Previous courses can be accessed through RECP for a nominal fee.)*
- **If it's your first license renewal, read this:** *Your annual CE requirement doesn't kick in for two years (because you should be focused on completing your 30-hour post-licensing course). So double-check the issue date of your license – you likely don't have CE to complete before the June 30th deadline, or you may only need to complete the current twelve hours.*

More questions? E-mail our team at info@RECP.org or give us a call at 1-800-742-4067.

START/CONTINUE NO-COST CE

Donate to win - minimum of \$50 required to enter
Participants can win a custom motorcycle with both the NAR and *Riding with the Brand* campaign themes. Members (anyone with an active REALTORS® M1 number) will have the opportunity to participate in a nationwide sweepstakes for this grand prize. All proceeds raised will funnel directly to the REALTORS® Relief Foundation, which helps U.S. communities rebuild and recover after natural disasters and other destructive events. Go to nar.realtor/riding to enter.

****Winner will be announced during the General Session during NAR NXT on November 16th, 2023.**

