

## **Q: What are the requirements in order to get MLS-only access to the GNIAR MLS? What is the cost?**

### MLS-Only Participant

- Active Indiana Managing Broker or Appraiser license
- Complete MLS of GNIAR participant application
- Letter of good standing from primary board of REALTORS®
- \$1,000, application fee
- \$50 monthly office fee
- \$125 MLS quarterly user fee (pro-rated)
  - 3-hour MLS Rules and Regulations course completed within 120 days of MLS subscription service

### MLS-Only Subscriber

- Active Indiana Broker or appraiser license
- Must be with a MLS of GNIAR participating office
- Complete the MLS subscriber application
- \$125 MLS quarterly user fee (pro-rated)
  - 3-hour MLS Rules and Regulations course completed within 120 days of MLS subscription service

## **Q: Is the state test required to be licensed in Indiana**

Illinois licensees only need to complete the Indiana state portion of the test.

## **Q: Can you use Transactly (transaction coordinator service) in Indiana?**

Yes. Transactly is a national company. Just remember as with any vender, you want to make sure they are in accordance with Indiana License Law.

## **Q: How do we access study materials to crossover to an Indiana license?**

PSI Online offers study materials for the exam. You can access those [here](#).

**The C.E. Shop** offers test prep courses.

## **Q: What is the fee for MLS Rules & Regs course?**

The live course is free to new users. There is also an online recorded option available for \$5.

## **Q: What is the MLS Course?**

GNIAR's Multiple Listing Service Rules and Regulations - New Subscribers and Participants learn the rules and regulations of GNIAR's MLS.

## **Q: What C.E. is needed in Indiana, and where do you go to do it?**

Indiana Brokers need to complete 12 continuing education credits each year between July 1st and June 30th.

Indiana Managing Brokers need to complete 12 continuing education credits with 4 of the 12 being managing broker approved credits.

Agents can get their CE through GNIAR's school as well as many other online providers such as [www.recp.org](http://www.recp.org) and [www.gniar.theceshop.com](http://www.gniar.theceshop.com).

## **Q: Can we still service clients outside the seven counties?**

Anyone duly licensed in Indiana as a real estate broker can perform the functions of their license anywhere in Indiana.

- It's important for a broker to understand the following:
  - they also need to be aware of the requirements of NAR's Code of Ethics regarding competency;
  - our MLS only requires properties to be submitted that fall within our seven county territory – any that are in our MLS that are outside of this area have been submitted voluntarily by the broker who did so. In essence, a licensed broker would need to have alternate means to obtain a full complement of properties that are listed for sale outside of our seven county territory;
  - offers of compensation that are made in a MLS of GNIAR listing are made only to Participants who are 'members' of the MLS GNIAR. While a person might be licensed to 'sell' a property in Indiana, there is no offer of compensation if they are not a member of the MLS from which the listing was found.

## **Q: Do I have to have a letter in good standing from IDFPR, who does that get mailed to or can I send it in with my check?**

GNIAR does not need letters of good standing from IDFPR.

If the licensee is affiliated with a Managing Broker who has GNIAR membership (in addition to MLS participation) we would need a letter of good standing from the licensee's primary board of REALTORS®. The letter of good standing may be emailed to [membership@gniarc.com](mailto:membership@gniarc.com).

Payment is accepted via phone. A check may be mailed to GNIAR; however, please phone the Membership Department to ensure the correct cost as MLS user fees are pro-rated.

## **Q: Could you clarify if an Illinois agent with an Illinois managing broker's license who gets licensed in Indiana needs to affiliate with an Indiana brokerage or how "unassigned" agents status works?**



This question is best answered by the staff of the Indiana Professional Licensing Agency, however, the below links can be used to navigate their website for information:

[General licensing information](#)

[Real Estate Broker License Status\(es\) descriptions and requirements](#)

[Real Estate Broker specific information](#)

[Indiana Licensure Law and Administrative Rules](#)

The following **section** in the Indiana Administrative Code speaks to the question about a licensee's affiliation with a managing broker.

**Q: I definitely want to be more familiar with Indiana subdivisions. Do you have maps or places to go to obtain maps?**

There is no 'single source' place to 'study' Indiana subdivisions. Each local governmental entity (cities and towns and if no city or town then county) has their own building department that acts as staff for building code compliance as well as staff for the plan commissions. It is the plan commissions that review and approve all subdivisions within their jurisdictions. Each county has a GIS department that provides various public website layers for viewing, however, subdivisions are typically not one of them. For example, the following link is for the Lake County, [IN GIS website](#).

**Q: Any stats on how many sales in Indiana, of Illinois buyers?**

While the MLS of GNIAR maintains a historical record of real property transactions that can be searched by its members, these records do not track on migration patterns related to these transactions. One website that might be useful can be found [here](#).

**Q: We have certain requirements here in Illinois regarding FSBO, Agent Owned. Can you touch on Indiana requirements?**

I'm not clear as to what the question is referring to with respect to requirements related to FSBO and Agent Owned, however, the following are two **sections** of Indiana Administrative Code specific to disclosure:

**Q: Can you touch on Indiana requirements?**

Unfortunately, there are many requirements depending upon the type of licensing that is being requested that a simple answer cannot adequately address. The Indiana Professional Licensing Agency has **compiled a list** of the various locations when Indiana real estate licensing issues. **Here** are a couple of those locations specific to Indiana real estate broker licensing.



## **Q: Do we need to take the test with the state?**

For an Indiana agent to become licensed in Illinois, the state portion of the test needs to be taken and passed.

Click [here](#) and scroll down towards the end to the Reciprocity section.

The answer to 'what is the best website to get IL study guide' is also found in that link.

## **Q: Do you have to have a brick-and-mortar office?**

Virtual offices must be associated with an entity licensed to practice real estate with the Department;

- All virtual and physical offices must be registered with the Department;
- A virtual office, like a physical office, must have a designated managing broker (“DMB”) who has been named as such with the Department;
- The Department must be provided an accurate physical address for the DMB (e.g. for service of process), correct phone number and correct email address for the DMB;
- A virtual office must maintain secure electronic files maintained in the format where they were originally generated, sent or received;
- All electronic files must be set up so they can be made accessible to the Department in the event of an audit or an investigation;
- All electronic files must be backed up monthly;
- Electronic records related to escrow accounts must be securely stored for a minimum of five years;
- All agency and designated agency duties under RELA apply to agents operating out of virtual offices including the responsibility to protect the confidential information of clients; and
- Physical sign requirements that apply to physical offices do not apply to virtual offices

## **The following are required of the virtual office:**

- The website homepage must clearly identify the sponsoring brokerage company;
- Any relevant contact information should be present;
- Designated Managing Broker (“DMB”) must be presented on the website, and identified as such, and their contact information must be included;
- Licensees registered with the sponsoring broker must be displayed; and
- The city or geographic location and state where services are offered must be identified.

## **Q: C.E. Requirements are different in each state. How do you keep track of your CE credits? Is it something IL tracks for you, or is each agent responsible for keeping track of their own?**

Members can check their C.E. credits earned on IDFPR’s C.E. look-up or Illinois REALTORS C.E. Look-up. [Our website](#) has a link to both in our Education and Development page under Maintain Your License.

Classes taken through Mainstreet reflect on both IDFPR and IR and classes taken through another school reflect only on IDFPR.

The requirements are also available on the page above too.