



This Transaction Quick Reference Guide is provided to assist you with handling your transactions here at eXp consistent with eXp Policies and Procedures.

General Reminders:

- Company policy requires that you create your transaction files within 2 business days of a fully executed purchase and sale agreement THE COMPANY RESERVES THE RIGHT TO IMPOSE A FEE OF \$125.00 IN INSTANCES WHERE TRANSACTION PAPERWORK IS NOT SUBMITTED PRIOR TO 5 BUSINESS DAYS BEFORE CLOSING DATE.
- Company policy requires that you create your listing files in Skyslope within 24 hours of having a listing agreement signed by the seller.
- If your state requires you to maintain copies of written but unaccepted offers, you must upload unaccepted offers in the Rejected Offers option available in Working Docs in Skyslope
- If licensed in more than one state, be sure you select the correct office for the state in which your transaction is located in
- Agents are not authorized to issue or modify any Commission Disbursement Authorization on behalf of the company. eXp will automatically issue a Commission Disbursement Authorization based upon the information you provide on the Commission Tab in Skyslope once your file has been approved by your Broker

Transaction Types:

The following pages outline the process for each Transaction Type as outlined in the ICA:

- Listings
- Sales
- Leases/Rentals
- Referrals
- BPOs
- Miscellaneous Transactions (Retainer Fees, Buyer Agreements, Marketing Agreements, etc.)

Listing Process

➤ **Create a Listing in SkySlope:**

- You must create a Listing File in Skyslope at the time of Listing and upload all listing paperwork for review at the time of listing.
- You will later use the listing file to convert to a transaction file when you have an accepted offer on your listing.

The following short video tutorial will help get you started with entering your Listing file:

[Learn How to Create a Listing](#)

- **Minimum Listing Commission:** Agent will charge a Listing Commission of no less than \$2500 / Listing. In the event that Listing Commission is less than \$2500 then Company dollar or the Company split would be \$500 going to the company on which Revenue Share would be calculated with the balance going to the agent. As with all other transactions agent would also be responsible for the Broker Review fee or E&O fees.

Sale Transaction Process

Create a transaction in SkySlope:

- If your transaction is a **Listing Sold**, go into your listing file in Skyslope and click on the Accepted Contract button on the Checklist Tab. ([View Tutorial](#))
- If you represent the buyer, Create a New Transaction in Skyslope. ([View Tutorial](#))
- Select the appropriate checklist type for your transaction and upload all documentation you have to the checklist. The following tutorials may be helpful:
[How to Upload Documents](#)
[Learn How To Split and Assign](#)
[Learn How to Email Documents into SkySlope](#)
[Learn How to Remove Incorrect Documents from Your Checklist](#)
- Once created, your transaction will be reviewed by your Transaction Specialist and then by your broker for file approval.
- A Commission Disbursement Authorization will be sent via e-mail to the closing agent once you have Broker Approval on the file so please be sure you enter the contact information for your closing agent. The DA will include the appropriate address where the eXp check should be sent. (See full list at end of this document)
- Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction.

Commission Payment Processing

- Upon Closing and receipt of the Settlement Statement, the transaction file will be settled and archived in Skyslope.
- In states that allow it, a Split DA may be sent after Broker Approval allowing the agent to pick up their check at closing.
- If a Single DA is used, payment will be initiated via Direct Deposit within 1 business day of receipt of the Settlement Statement IF file is complete and approved by broker.
- All Sale Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee*, Broker Review Fee, Liability Fee, Mentor Fee (if applicable), 5% Equity Stock (if opted in to program), \$420 University Tuition (1 per year taken from first commission over \$1,000).

**If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.*

Lease/Rental Transaction Process

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

- Be sure **Sale Type** is set to 'OTHER'.
- Select the appropriate Lease/Rental Checklist for your state.
- Once created, your transaction will be reviewed by your Transaction Specialist and then by your broker for file approval.
- Complete a Lease Commission Invoice and send to party paying your commission.
- Ensure Commission Invoice includes the following addresses for check to be sent to:

Regular Mail

PO Box 413170
Salt Lake City, UT 84116

Overnight / Fed EX Only

Lockbox Services 413170
EXP Realty, LLC
260 North Charles Lindbergh
Drive
MAC U1240-02C
Salt Lake City, Utah 84116

- Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction.

Commission Payment Processing

- Upon receipt and deposit of the check at the address above, the transaction file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check IF file is complete and approved by broker.
- All Lease/Rental Transactions are subject to the following fees/deductions:
Company Share of 20% or Capped transaction Fee*, Broker Review Fee (if over \$1,000), 5% Equity Stock (if opted in to program), \$420 University Tuition (1 per year taken from first commission over \$1,000).

**If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.*

Referrals Process

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

- Enter as much identifiable information as you can including entering the referral fee amount in the Sale Commission Field on the Commission Tab. Do not enter the referral amount in the referral field.
- **Be sure sales type is set to 'OTHER'.**
- Select the referral checklist and upload any documentation you have in regards to the referral.

1. Ensure the check from the referral party is sent to the following location :

<u>Regular Mail</u> PO Box 413170 Salt Lake City, UT 84116	<u>Overnight / Fed EX Only</u> Lockbox Services 413170 EXP Realty, LLC 260 North Charles Lindbergh Drive MAC U1240-02C Salt Lake City, Utah 84116
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Commission Payment Processing

- Upon receipt and deposit of the check at the address above, the referral file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.
- All Referral Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee*, 5% Equity Stock (if opted in to program), \$420 University Tuition (1 per year taken from first commission over \$1,000).

**If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.*

Broker Price Opinions (BPOs) Process:

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

- When entering the Property Address please enter “-BPO” after the number and street (i.e. 123 Main St – BPO).
- Enter as much identifiable information as you can including entering the BPO fee amount in the Sale Commission Field on the Commission Tab. Do not enter the BPO amount in the referral field.
- **Be sure sales type is set to ‘OTHER’.**
- Select the referral checklist and upload any documentation you have in regards to the BPO.

1. Ensure the check from the BPO party is sent to the following location :

<u>Regular Mail</u> PO Box 413170 Salt Lake City, UT 84116	<u>Overnight / Fed EX Only</u> Lockbox Services 413170 EXP Realty, LLC 260 North Charles Lindbergh Drive MAC U1240-02C Salt Lake City, Utah 84116
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Commission Payment Processing

- Upon receipt and deposit of the check at the address above, the BPO file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.
- All BPO Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee*, 5% Equity Stock (if opted in to program).

**If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.*

Miscellaneous Transaction Process: (Retainer/Marketing/Buyer Agency Fees)

Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

- Enter as much identifiable information as you can including entering the fee in the Sale Commission Field on the Commission Tab. Do not enter the fee amount in the referral field.
- **Be sure sales type is set to 'OTHER'.**
- Select the referral checklist and upload any documentation you have in regards to the Fee.

1. Ensure the check from the paying party is sent to the following location :

<u>Regular Mail</u> PO Box 413170 Salt Lake City, UT 84116	<u>Overnight / Fed EX Only</u> Lockbox Services 413170 EXP Realty, LLC 260 North Charles Lindbergh Drive MAC U1240-02C Salt Lake City, Utah 84116
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Commission Payment Processing

- Upon receipt and deposit of the check at the address above, the file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.
- All Miscellaneous Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee*, 5% Equity Stock (if opted in to program)

**If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.*



Transaction Quick Reference Guide

eXp Realty Commission Check Address list:

Regular Mail	Current States
EXP Realty, LLC - Western States PO Box 413154 Salt Lake City, Utah 84141-3154	AK, AZ, CO, HI, ID, MT, NM, NV, OR,
Overnight / Fed X	
EXP Realty, LLC - WEST Lockbox 413154 260 North Charles Lindbergh Drive MAC U1240-02C Salt Lake City, Utah 84116	

Regular Mail	Current States
EXP Realty of California, Inc PO Box 413158 Salt Lake City, Utah 84141-3158	CA
Overnight / Fed X	
EXP Realty of California, Inc Lockbox 413158 260 North Charles Lindbergh Drive MAC U1240-02C Salt Lake City, Utah 84116	

Regular Mail	Current States
EXP Realty, LLC - Eastern States PO Box 603506 Charlotte, NC 28260-3506	AL, AR, DE, FL, GA, IL, IN, KS, KY, LA, MD, MA, ME, MI, MO, NH, NJ, NY, NC, OH, OK, PA, RI, SC,
Overnight / Fed X	
EXP Realty, LLC - EAST Lockbox 603506 1525 West W.T. Harris Blvd - 2C2 Charlotte, NC 28262	

Regular Mail	Current States
EXP Realty of Connecticut, LLC PO Box 603510 Charlotte, NC 28260-3510	CT
Overnight / Fed X	
EXP Realty of Connecticut, LLC Lockbox 603510 1525 West W.T. Harris Blvd - 2C2 Charlotte, NC 28262	

Regular Mail	Current States
EXP Realty, LLC - TEXAS PO Box 207182 Dallas, TX, 75320-7185	TX
Overnight / Fed X	
Lockbox Services 207182 EXP Realty, LLC - Texas 2975 Regent, Blvd Irving, TX, 75063	

Regular Mail	Current States
EXP Realty Associates, LLC PO Box 603515 Charlotte, NC 28260-3515	LA
Overnight / Fed X	
EXP Realty Associates, LLC Lockbox 603515 1525 West W.T. Harris Blvd - 2C2 Charlotte, NC 28262	

Regular Mail	Current States
EXP Realty, LLC - Rental, Referral, BPO Warranty and BPO Checks PO Box 413170 Salt Lake City, Utah 84116	All
Overnight / Fed X	
Lockbox Services 413170 EXP Realty, LLC 260 North Charles Lindbergh Drive MAC U1240-02C Salt Lake City, Utah 84116	