

**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 or late paperwork fees may apply as outlined in the policy & procedures manual.
- 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
- Outgoing 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 Company Dollar:**
  - The minimum Company Dollar Amount on any non-capped **listing transactions** shall be \$500 to the Company. As with all other transactions, the agent also would be responsible for the broker review and E&O/Risk Management fees. Properties where a 3% listing side commission would result in a 20% Company Dollar of less than \$500 will be charged at the normal 20% Company split plus broker review and E&O/Risk Management fees.
  - For non-capped Rental/Referral/BPO files of any amount the Company charges 20%. If the agent is capped, they will be charged the cap fee or 20%, whichever is less. Minimum Rental/ Lease commission is \$75 per transaction.

## 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, please see the instructions that follow for submitting your file for review by your broker.
- 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 on document last page)
- 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 upload of the Settlement Statement and Copy of the Commission Check(s) to the checklist, 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 you are not attending closing, please provide instructions to title on where to send your check as eXp cannot accept checks made payable to other parties.
- If a Single DA is used, payment will be initiated via Direct Deposit within 1-2 business days of upload 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, Risk Management Fee, Mentor Fee (if applicable), 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.

## 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' and Select the appropriate Lease/Rental Checklist for your state. ([How to enter Leases](#)).
  - Once created, please submit your file for Broker Approval as previously instructed.
  - Complete Lease Commission Invoice and send it to the party paying your commission and upload into SkySlope.
  - Ensure Commission Invoice includes the following addresses for check to be sent to:

### Regular Mail:

See the state respective mailing address on the last two pages of this document.

### Overnight/Fed X:

See the state respective overnight shipping address on the last two pages 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 including a copy of the rental commission check.
  - **If** representing the landlord - if there is a tenant's agent to be paid commission, we also need their broker's W9 in order to pay.
- **Commission Payment Processing**
    - Upon Broker Approval of the file and upload of the check, the file will be settled and archived in SkySlope.
      - **Helpful tip:** Request a copy of the check be emailed to you prior to the check being sent out. Applies to all rental, referral, BPO, Misc.
    - 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\*, Risk Management Fee/Broker Review Fee (if \$1,000+ commission), 5% Equity Stock (if opted in to program).

\*Personal leases are subject to a minimum \$75 transaction fee.

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

## Referral Process (Outside of eXp referrals only):

- **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 Price and Sale Commission Fields on the Commission Tab. Do not enter the referral amount in the referral field.
  - **Be sure the sales type is set to 'OTHER'.** ([How to Enter referrals](#))
  - Select the referral checklist and upload any documentation you have in regards to the referral including a copy of the referral commission check.
  - For faster payment processing, upload a copy of the commission check, if possible before mailing the check. Use the mailing address below if your referral agreement is not pre populated with an address.
  - Ensure the check from the referral party is sent to the following location:

### Regular Mail:

See the state respective mailing address on the last two pages of this document.

### Overnight/Fed X:

See the state respective overnight shipping address on the last two pages of this document.

- **Commission Payment Processing**

- Upon Broker Approval of the file and upload of the check, the referral file will be settled and archived in SkySlope.
  - **Helpful tip:** Request a copy of the check be emailed to you prior to the check being sent out. Applies to all rental, referral, BPO, Misc.
- 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\*, Broker Review Fee (if commission is \$1,000+), 5% Equity Stock (if opted in to program).

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

\*eXp to eXp agent referrals are added onto the main agents transaction and do not need a separate file.

## 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 Price and Sale Commission Field on the Commission Tab. Do not enter the BPO amount in the referral field.
  - **Be sure the sales type is set to ‘OTHER’.** ([How to enter BPOs](#)).
  - Select the referral checklist and upload any documentation you have in regards to the BPO.
  - Once created, please submit your file for Broker Approval as previously instructed.
  - For faster payment processing, upload a copy of the commission check if possible before mailing to the address below.
  - Ensure the check from the BPO party is sent to the following location:

### Regular Mail:

See the state respective mailing address on the last two pages of this document.

### Overnight/Fed X:

See the state respective overnight shipping address on the last two pages of this document.

- **Commission Payment Processing**

- Upon Broker Approval of the file and upload of the check, the BPO file will be settled and archived in SkySlope.
  - **Helpful tip:** Request a copy of the check be emailed to you prior to the check being sent out. Applies to all rental, referral, BPO, Misc.
- 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\*, Broker Review Fee (if commission is \$1,000+), 5% Equity Stock (if opted in to program).

\*If commission is less than \$1,250, capped fee will be 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 Price and Sale Commission Fields on the Commission Tab. Do not enter the fee amount in the referral field.
  - **Be sure the sales type is set to 'OTHER'.**
  - Select the referral checklist and upload any documentation you have in regards to the Fee including a copy of the check.
  - Once created, please submit your file for Broker Approval as previously instructed.
  - For faster payment processing, upload a copy of the commission check if possible before mailing to the address below.
  - **Ensure the check from the paying party is sent to the following location:**

### Regular Mail:

See the state respective mailing address on the last two pages of this document.

### Overnight/Fed X:

See the state respective overnight shipping address on the last two pages of this document.

- **Commission Payment Processing**

- Upon Broker Approval of the file and upload of the check, 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\*, Broker Review Fee (if commission is \$1,000+), 5% Equity Stock (if opted in to program).

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

MA, ME,  
NH, NJ,  
NY, PA, RI,  
VT

**Regular Mail**  
EXP Realty LLC  
PO Box 787962 Philadelphia,  
PA 19178-7962

**Overnight / Fed X**  
EXP Realty LLC  
Lockbox #787962  
MAC Y1372-045  
401 Market Street  
Philadelphia, PA 19106

AR, OK,  
TX

**Regular Mail**  
EXP Realty LLC  
PO Box 207182  
Dallas, TX 75320-7182

**Overnight / Fed X**  
Lockbox Services 207182  
EXP Realty LLC  
2975 Regent Blvd Suite 100  
Irving, TX 75063

CT

**Regular Mail**  
EXP Realty of Connecticut,  
LLC PO Box 603510  
Charlotte, NC 28260-3510

**Overnight / Fed X**  
EXP Realty of Connecticut,  
LLC Lock Box 603510  
1525 West W.T Harris Blvd -  
2C2  
Charlotte, NC 28262

FL

**Regular Mail**  
EXP Realty LLC  
PO Box 947854  
Atlanta, GA 30394-7854

**Overnight / Fed X**  
Lockbox Services #947854  
EXP Realty LLC  
LBX # 947854  
3585 Atlanta Ave. Hapeville,  
GA 30354

DE, MD,  
OH, VA,  
WV, WDC

**Regular Mail**  
EXP Realty LLC  
PO Box 716426 Philadelphia,  
PA 19171-6426

**Overnight / Fed X**  
Lockbox Services #716426  
EXP Realty, LLC  
MAC Y1372-045  
401 Market St. Philadelphia,  
PA 19106

KY, NC,  
TN

**Regular Mail**  
EXP Realty LLC  
PO Box 603506  
Charlotte, NC 28260-3506

**Overnight / Fed X**  
Lockbox Services 603506  
EXP Realty LLC  
1525 West W.T. Harris Blvd.-  
2C2  
Charlotte, NC 28262



**AL, GA,  
LA, MS,  
SC**

**Regular Mail**

EXP Realty, LLC  
PO Box 932975  
Atlanta, GA 31193-2975

**Overnight / Fed X**

EXP Realty, LLC  
ATTN: Lockbox 932975 3585  
Atlanta Avenue Hapeville, GA  
30354-1705

**IA, IL, IN,  
MO**

**Regular Mail**

EXP Realty LLC  
PO Box 840585  
Los Angeles, CA 90084-0585

**Overnight / Fed X**

Lockbox Services 840585  
ATTN: EXP Realty LLC 3440  
Flair Drive  
El Monte, CA 91731

**MI, MN,  
SD, WI**

**Regular Mail**

EXP Realty LLC  
PO Box 856815 Minneapolis,  
MN 55485-6815

**Overnight / Fed X**

Lockbox Services 856815  
EXP Realty LLC  
1801 Parkview Drive 1st Floor  
Shoreview, MN 55126

**AK, ID,  
MT, OR,  
WA**

**Regular Mail**

#1044 EXP Realty LLC.  
PO Box 35143  
Seattle, WA 98124-5143

**Overnight / Fed X**

LOCKBOX SERVICES BOX  
#1044 EXP Realty LLC  
18035 Sperry Drive  
Tukwila, WA 98188

**ND**

**Regular Mail**

eXp Realty North, LLC  
PO Box 856825 Minneapolis,  
MN 55485-6825

**Overnight / Fed X**

Lockbox Services 856825  
eXp Realty North, LLC  
1801 Parkview Drive 1st Flr  
Shoreview, MN 55126

**CA**

**Regular Mail**

EXP Realty of California Inc.  
PO Box 840608  
Los Angeles, CA 90084-0608

**Overnight / Fed X**

Lockbox Services 840608  
ATTN: EXP Realty of California  
Inc. 3440 Flair Drive  
El Monte, CA 91731

**CO, KS,  
NE, NM,  
UT, WY**

**Regular Mail**

EXP Realty, LLC  
P.O. Box 913328 Denver, Co  
80291-3328

**Overnight / Fed X**

Lockbox Services 913328  
EXP Realty, LLC  
MAC C7301-L25  
1740 Broadway St - LL2  
Denver, CO 80274

**All States**

**Lease/  
Rental  
Referral  
BPO  
MISC**

**Regular Mail**

See the state respective  
mailing address

**Overnight / Fed X**

See the state respective  
overnight shipping address

**AZ, HI,  
NV**

**Regular Mail**

EXP Realty LLC  
PO Box 840585  
Los Angeles, CA 90084-0585

**Overnight / Fed X**

Lockbox Services 840585  
ATTN: EXP REALTY LLC 3440  
Flair Drive  
El Monte, CA 91731