



GEORGIA AGENT FAQ

Your guide to everything eXp GA!*

Press CTRL + F to search keywords
Mac: Press Command + F



*This is a living document that we update as we need to. Only **bookmark** this guide so you do not miss updates - please do not download.

Georgia Information & Contacts

How do I find the Georgia Broker Room?

Our Georgia Broker Room is located in exp.World, click [HERE](#). Simply click on the GO TO menu in the top left of the screen. Then click US Broker Rooms > Georgia Broker Room.

Or use the direct link [Georgia Broker Room](#) to bypass the welcome area!

Who is my Georgia team and how do I contact them?

Broker Team

Broker Hotline-888-959-9461 ext.234

ga.broker@exprealty.net

Brokers:

Designated Managing Broker, Jennifer Greenway 678-470-4364

Managing Brokers

Blaine Byers 678-608-1464

Michael Dillon 678-608-1465

Heather Hemsley 404-678-5468

Main Office :Promenade II 1230 Peachtree St NE Suite 1900, Atlanta, GA 30309

Tel.888-959-9461

Broker License # 65080

HUD/NAID# EXPRLT9439

Administrative Support Analysts

An Administrative Support Analyst (ASA) is responsible for assisting the Broker Team with day-to-day operations.

Email: ga.admin@exprealty.net

Schwana Ellis schwana.ellis@exprealty.net 360-768-2108

Valerie Valesco valerie.valesco@exprealty.net 360-654-4008

Lisa Hall lisa.hal@exprealty.net 360-654-5696

Contract Compliance Analysts

Our Contract Compliance Analysts (CCA) review your files in Skyslope and make sure that the required documents are submitted in a timely manner for each transaction. They will let you know if you are missing something or if something is incorrect.

Email: ga.contacts@exprealty.net

Matt Lewis 360-360-5674

April Cody 564-219-4200

Andrew Bridges 480-697-4453

Annie Kennedy 360-360-5691

Transaction Settlement Analysts

Our Transaction Settlement are amazing behind-the-scenes people who work diligently to get the Commission Disbursement Agreements created for each transaction. They also settle each transaction and make sure your transaction info is recorded in Enterprise.

They help get you paid!

Transaction Hotline 855-966-1397

Email: ga.transactions@exprealty.net

Victoria Mires

Paola Olas

Courtney Hess

Ivelisse Dunston

Expert Care Concierge

The eXp Expert Care Desk is THE place to ensure your questions are answered and your problems are solved. Their goal is to provide you, our eXp agents, with quick responses to information and decisions so you can focus on your business.

Email : ga.expertcare@exprealty.net

Drey Melgar : drey.melgar@exprealty.net

Phone: (833)303-0610

Email: ExpertCare@exprealty.net

eXp.World: <https://exp.world/expertcare>

Assistance in multiple languages available!

Georgia Resources, Trainings

When are the state meetings and trainings?

Click [HERE](#) to find our next state training. They will be listed in the right hand column of the calendar.

Where can I find past state meetings and trainings?

[Georgia Video Library](#)

Where else can I find state resources, updates, and information?

Since eXp is a cloud brokerage we have created several avenues for you to get connected and stay up to date. Below are just some of the ways to stay connected!

Workplace:

Workplace is our communication hub. This is where all state updates, news, and alerts will be shared. Check here daily for the most up to date knowledge.

- [GEORGIA STATE GROUP HERE](#))
- [Georgia Agent Resource](#))

****Getting a TON of notifications from Workplace? Click [HERE](#) to learn how to update your settings.**

Georgia Self Help Room: [Georgia Self Help Room](#)

Georgia Georgia Website: [Georgia Website](#)

Georgia Resource Guide: [Georgia State Resource Guide](#)

eXp Georgia Past Newsletters: [Newsletters](#)

Is there training for an agent new to eXp?

Yes, there is! eXp has a National Training that covers everything from transaction management to getting paid. Get the schedule [HERE](#)! These classes cover everything an agent needs to know to get started. You can find the National Training Auditorium [HERE](#). You can also access on demand National Training through the My eXp app on the Getting Started tab.

Click [HERE](#) to find the next class. *También los tenemos en español!*

For state specific training our state Orientation is held Georgia State Orientation is held on Thursdays at 12pm est in the eXp World registration is required. Login to eXp World>Go to>US

Broker State Rooms>Georgia State>Conference Hall. Orientation is also offered the 2nd Tuesday evening of the month at 6pm. To Register [eXp Georgia Agent Orientation Registration Link](#)

What are the state policies and procedures?

([LINK TO YOUR GEORGIA P&P VIA THE US AGENT CENTER> INTERNAL RESOURCES PAGE](#))

Licensing

Please go to ([Georgia Real Estate Commission](#) for any state licensing questions you may have.

Marketing

Do I need advertising approval?

Yes! Please send all advertising and marketing materials for approval **prior to printing** to GA.broker@exprealty.net **AND** marketing@exprealty.net

Can I use an alias? *(For example, middle name or a nickname)*

All alias must be on file with the Georgia Real Estate Commission and appear on your license. Please complete a GREC Change form <https://grec.state.ga.us/>

MLS/Associations

What MLS/Associations is eXp a part of in Georgia?

We belong to over 50 Boards. Please email ga.onboarding@exprealty.net to request a list of Board that eXp belongs to.

[Georgia Realtors Legal Hotline](#)

770-451-1831

Offboarding

****Agents must provide notice in writing of their intention to offboard with eXp or agent billing may, and likely will, continue for a limited period of time following agent's offboard date. Please see eXp realty Independent Contract Agreement (Page 3, Section 6)**

Who do I notify if I intend to leave eXp?

- Send an email to GA.broker@exprealty.net with your name, and official offboard date.
- Send a Workplace chat to your Georgia Broker or ASA with your email, and official offboard date.

Your state team will reach out via email with an Exit Survey that will need to be completed in order for the offboard process to be finalized.

Onboarding

How do I transfer my license to eXp Georgia?

Please notify your current broker to release your license and notify our onboarding department that the license has been released. . Agents can not transfer or release their own real estate licenses from brokerages.

I just got licensed! What are my next steps?

Please follow the instructions in the "Welcome to eXp" email. Sign up for orientation and join a Board if not a member already.

Who can I contact to check on my onboarding status?

Please reach out to Schwana Ellis Georgia Onboarding Department at ga.onboarding@exprealty.net or call 360-768-2108

Are there any state-specific resources for an onboarding agent?

N/A

For anything not covered in this state-specific section, please see below.

US Agent Center Onboarding Website [HERE](#)

ALMOST everything you need to know about onboarding with eXp.
See below for state specific information and instructions.

Georgia Agent Advisory Council

What is the Georgia Agent Advisory Council (SAAC)?

Being heard and having a voice in a company is a valuable asset. With eXp Realty's commitment to being the most agent-centric real estate company in the world, it has an Agent Advisory Council (AAC), which was installed in 2019 to provide eXp's agents with a direct liaison with eXp's leadership team.

The Agent Advisory Council serves as a conduit of communication in support of the agent voice and overarching company initiatives.

Who is on the Georgia AAC?

Nikki Blakely-Simmons Chair

Vicki Wilcox_REALTOR

Al Maxwell

Michelle Humes

Stephanie Clarke

Denise Edwards

Ashley Johnson

Shonnie Aldridge

Nina Salim

Tony Williams

Dustin Lewis

Where can I find more information on this program?

State /Province Agent Advisory Council Overview [HERE](#)

State/Province AAC Agent FAQ [HERE](#)

Transactions, Contracts & Forms (Oh, my!)

Where do I have my commission checks mailed to?

Regular Mail

EXP REALTY LLC

P.O. BOX 932975

ATLANTA, GA 31193-2975

Where do I send documents that need the Broker's signature?

Please send via electronic signature program to GA.broker@exprealty.net

Who do I reach out to about my Commission Disbursement Authorization (CDA)?

This is what your Transaction Team Analysts handle. Click [HERE](#) to be taken up to their contact information.

Where do I find contracts and forms?

Forms and contracts are located in your MLS. You must have a NRDS# to access the GAR forms. FMLS Forms can be found in Remine Docs and GAMLS GAR forms can be found in Transactions Desk once you have entered your NRDS#. Please reach out to your MLS directly for more information.

Where do I find eXp Forms?

eXp forms are the company documents we have created - you will find them in Skyslope, our Transaction Management System. Skyslope Forms> Browse Library> All Libraries> eXp Realty USA- Broker Library

The following eXp forms are housed in Skyslope:

- Wire Fraud Advisory
- Agent Owned Listing/Selling of Personal Property
- Associated Business Agreement
- Lead Based Paint Disclosure
- eXp W9
- E&O

What required documents do I need to have in my files?

Where do I send rejected offers?

GeorgiaOffice@skyslope.com

Can my commission be paid to my LLC?

Yes. You will be paid according to the information provided in your W9.

What does it mean to be a (SINGLE CHECK/SPLIT CHECK) state?

Single Check: *The commission is paid directly to the to eXp Realty and then the brokerage pays the agent via direct deposit. This is state specific and if you are not sure about your state - please check with your state broker team.*

Split Check: *The title company or closing attorney can pay the agent directly. The closing company will create 2 checks, one for eXp and one for the agent or agents involved. Once the transaction has closed the title company or closing attorney will provide you with your commission check. This is state specific and if you are not sure about your state - please check with your state broker team.*

For anything not covered in this state-specific section, please go to our [National Training classes](#) or see below.

eXp's Transaction Quick Reference Guide [HERE](#)

The Transaction Quick Reference Guide is...

National Questions & Resources

For anything not covered in our Georgia-Specific FAQ, please see below.

The US Agent Center [HERE](#)

Step into the US Agent Center, where all Agent essential tools and information are just a click away.

eXp Realty FAQ [HERE](#)

Get answers to eXp's most frequently asked questions.