



WASHINGTON D.C. AGENT FAQ

Your guide to everything eXp DC!*

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.

State Information & Contacts

How do I find the State Broker Room?

Our State 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 > (DC) Broker Room.

Or use the direct link ([HERE](#)) to bypass the welcome area!

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

Broker Team



[Esther Camarotte](#)

Designated Managing Broker
(202) 344-0045

Firm license number: RE098377422

Broker License number: BR40000170

Firm Address: 800 Maine Ave SW, Washington, DC 20024

Broker phone number: 833-335-7433

NAID # XPRLTY9444

TAX ID - 20-8369429

Administrative Support Analysts

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



[Alison Scott](#)

360-450-4437

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.



[Victoria Grace](#)



[Neely Thrush Kennedy](#)

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!



Debbie Peterson-Payne TSA
360-483-0526

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.

Phone: (833)303-0610

Email: ExpertCare@exprealty.net

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

Assistance in multiple languages available!

State 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 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.

- [DC Workplace Group](#)

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

DC Self Help Room: [SELF HELP ROOM](#)

DC State Website: [DC Website](#)

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 every 3rd Wednesday of the month, 9am-10am EST in [eXp.world](#)

What are the state policies and procedures?

<https://us.exp Realty.com/states/washington-dc/internal-resources/>

Licensing

Please go to <https://dcdcr.seamlessdocs.com/f/RealEstateTransferRequest> to transfer your license, you will need a letter of confirmation from the DC broker team, please email DC.Broker@exp Realty.net to request a letter.

To activate your license:

You will need to request a letter from the broker team at DC.Broker@exp Realty.net

TO ACTIVATE A LICENSE

You can you can APPLY for your new DC Salesperson License on the [DCRA WEBSITE](#)

Marketing

Do I need advertising approval?

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

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

No

MLS/Associations

What MLS/Associations is eXp a part of in Washington DC?

[Bright MLS](#)

[GCAAR](#)

[DCAR](#)

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 VA.broker@exprealty.net with your name, and official offboard date.
- Send a Workplace chat to your State 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 (STATE)?

Please go to <https://dcdkra.seamlessdocs.com/f/RealEstateTransferRequest> to transfer your license, you will need a letter of confirmation from the DC broker team, please email DC.Broker@exprealty.net to request a letter.

I just got licensed! What are my next steps?

To activate your license:

You will need to request a letter from the broker team at DC.Broker@exprealty.net

TO ACTIVATE A LICENSE

You can you can APPLY for your new DC Salesperson License on the [DCRA WEBSITE](#)

Who can I contact to check on my onboarding status?

[Alison Scott](#)

US Agent Center Onboarding Website [HERE](#)

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

State Agent Advisory Council

What is the State 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 (STATE) AAC?

**MEET YOUR
DC AGENT ADVISORY
COUNCIL**

The Agent Advisory Council serves as a conduit of communication in support of the agent voice and overarching company initiatives within the context of our unique culture and community.

MARIAN HUISH
President

OPEN
Vice President

RICHARD PEARRELL
Secretary

JILL MICHAELS
Member

GARET TURNER
Member

The **Agent Advisory Council (AAC)** was created to ensure that the “**Voice of the Agent**” is represented as eXp Realty continues to evolve as the most agent-centric real estate brokerage company in the world. The AAC will have the opportunity to provide input on the future direction of eXp through representation of the voice of the agents and as a liaison of the eXp leadership.

eXp
REALTY

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?

Commission, Rental, BPOs and referral checks should be sent to the addresses listed below:

(Commission - Regular Mail)

eXp Realty, LLC
PO Box 716426
Philadelphia, PA 19171-6426

(Overnight and FedEx)

eXp Realty, LLC
Lockbox Services #716462
2005 Market Street, 5th Floor
Philadelphia, PA 19103-7042

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

Please send via electronic signature program to DC.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?

You will need to join GCAAR to have access to DC forms

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?

Ratified Contract GCAAR form #1301
DC Jurisdictional Addendum GCAAR form #1313
Inclusions/Exclusions Disc GCAAR form #911
Seller Property Disclosure #DCSeller- DC
Agency Disclosure EXP Side GCAAR form #1002
Agency Disclosure COOP side GCAAR form #1002
Lender Proof of Funds
Proof of EMD Delivery
MLS Agent Full (Compensation)
MLS Tax Record

If home is in a HOA community then the HOA addendum would needed
If home was built prior to 1978 Lead based paint document

Can my commission be paid to my LLC?

Yes

What does it mean to be a Single 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.*

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 State-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.