



CONNECTICUT AGENT FAQ

Your guide to everything eXp CT!*

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 > (STATE) 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

Meet the CT Brokers

Broker Email: ct.broker@exprealty.net
Office Addresses: 1266 E. Main Street, #700, Stamford, CT 06902
15 N. Main Street, #100, West Hartford, CT 06107
860-471-8757



JEANNE VARNUM
Designated Managing Broker
ct.broker@exprealty.net
jeanne.varnum@exprealty.net
203-895-3344



KAMEY CAVANAUGH
Managing Broker
ct.broker@exprealty.net
kamey.cavanaugh@exprealty.net
860-471-8663



Broker License #: REB.0789398

HUD/NAIDS #: EXPRLT2257

Administrative Support Analysts

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

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.

Meet the CT Team

Broker Email: ct.broker@exprealty.net
Office Addresses: 1266 E. Main Street, #700, Stamford, CT 06902
15 N. Main Street, #100, West Hartford, CT 06107
860-471-8757



MILLENIA PROFIT
(CCA)Contract Compliance Analyst
ct.broker@exprealty.net
millenia.profit@exprealty.net



LOIS DONNELLY
(CCA)Contract Compliance Analyst
ct.broker@exprealty.net
lois.donnelly@exprealty.net



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!

Meet the CT Transaction Team

SOLO AGENTS - ct.transactions@exprealty.net
TEAMS - ct.teamtransactions@exprealty.net



CHRISTIE STEVENS
Transaction Settlement Manager



WILLIAM SWANDER
Transaction Settlement Lead



LISA TRIANTAFILIDIS
Transaction Settlement Sr. Analyst



JOY BORLAGDON
Transaction Settlement Analyst



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.

CT State Meetings are held every 1st and 3rd Tuesday of the month in the eXp.World CT Conference Hall [CLICK HERE TO ATTEND](#).

Where can I find past state meetings and trainings?

 2023 - 2024 CT Video Resource 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.

- [CT State Group](#)
- [eXp Family Tree](#)
- [eXp University Group](#)

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

CT Self Help Room: <https://exp.world/ctbrokerroom#conference-1>

Connecticut State Website: <https://us.exp Realty.com/states/connecticut/>

Connecticut Resource Guide: [CT Agent Briefcase](#)

eXp Connecticut Past Newsletters:  2023 - 2024 CT Newsletter Library

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 Wednesday at 9:00am in the exp.World CT Conference Hall [CLICK HERE TO ATTEND](#).

What are the state policies and procedures?

<https://us.exp Realty.com/wp-content/uploads/2024/02/Connecticut-PP-2.28.2024.pdf>

Licensing

Please go to the [CT DCP Website](#) 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 CT.broker@exprealty.net **AND** marketing@exprealty.net

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

If you would like to use a different name such as an Alias/Nickname/Middle Name, or to report a name change, for your real estate license, email dcp.online@ct.gov and provide the following information:

- Real estate license number
- Current name on the license
- Requested Alias/NickName/Middle Name or New name
- For New Name: A copy of an official court document reflecting the legal name change (marriage certificate, divorce decree) or a copy of a driver's license reflecting the name change.

MLS/Associations

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

Below is a list of CT MLS (Multiple Listing Services:)

SmartMLS - Servicing All of CT - (203) 750-6000

Darien MLS & Board of REALTORS® - (203) 655-3700

Greenwich MLS & Board of REALTORS® - (203) 869-0240

New Canaan MLS & Board of REALTORS® - (203) 966-9523

CT Legal Hotline

860-566-8333

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 CT.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 Connecticut?

Once you complete the eXp JoinApp, the CT Onboarding Team will send you a CT License Transfer form to complete and sign. Once signed, the CT State Broker will sign and the transfer form will be submitted to the State of CT on your behalf. The State of CT will email you, the agent, an email requesting a \$25 transfer fee. This fee will be paid online by the transferring agent.

I just got licensed! What are my next steps?

Once you are licensed and fully onboarded at eXp you will receive an email calendar invite from your CT Brokers inviting you to a one-on-one meeting on the CT State Floor in the eXp.World. During this meeting, we will make sure you received all necessary links/logins for eXp platforms. We'll confirm you're able to log in and will provide brief instructions. If you have a mentor, we will make sure you have connected with your mentor and will create a Workplace Chat group. Your CT Brokers will make sure you have all training & state meeting days/times.

Who can I contact to check on my onboarding status?

Kamey Cavanaugh, Managing Broker - kamey.cavanaugh@exprealty.net or 860-471-8663

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

[Ct Agent Briefcase](#)

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.

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 Connecticut AAC?



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?

Standard Mail
EXP Realty CT, LLC
P.O. Box 603510
Charlotte, NC 28260-3510

Overnight Mail
EXP Realty CT, LLC
Lockbox #603510
1525 West W.T. Harris Blvd
Charlotte, NC 28262

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

Please send via electronic signature program to CT.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?

Contracts and forms can be found in SkySlope > Top Left "Apps" > 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?

Sales Docs:

Purchase Contract, Property Disclosures, Lead Disclosure (if applicable), Buyer Representation, any necessary Addendums, Home Inspection Waiver (if applicable), Dual/Designated Agency (if applicable) 1st Escrow Deposit, ABA, Wire Fraud

Listing Docs:

Listing Agreement, CT FairHousing Disclosure, Dual/Designated Agency (if applicable), Property Disclosure, Lead Disclosure (If applicable), ABA, Wire Fraud, As Is Rider (if applicable), any applicable Addendums

Can my commission be paid to my LLC?

Commission can be paid to an LLC if you hold an active CT Broker License

What does it mean to be a SINGLE CHECK state?

Single Check State: *The commission is paid directly 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.