



SOUTH DAKOTA AGENT FAQ

Your guide to everything eXp SD!*

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 to bypass the welcome area! <https://exp.world/sdbrokerroom>

****IMPORTANT: DO NOT leave the web page if you are in queue to speak to someone, this will remove you from the waitlist.**

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

Broker Team



John Mehlhoff

eXp EIN#: EXP 20-8369429

HUD NAID# EXPRLT9464

State Broker License:

14452

Broker License Address:

(this address is not to be used as an agent's mailing address!)

402 St. Joseph Street, Ste #18

Rapid City, SD 57701

Phone# (800) 674-6089

Email: SD.Broker@exprealty.com

Administrative Support Analysts

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



Lauren Budner, Administrative Support Analyst

lauren.budner@exprealty.net

(564) 888-2434

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.

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!

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 can I find past state meetings and trainings?

[South Dakota 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.

- [South Dakota Workplace Group](#)

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

South Dakota Self Help Room: <https://exp.world/sdbrokerroom#conference-1>

South Dakota State Website: <https://us.exp Realty.com/states/south-dakota/>

eXp South Dakota Past Newsletters: [South Dakota Resource 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 once a month.

What are the state policies and procedures?

<https://us.exp Realty.com/wp-content/uploads/2023/12/South-Dakota-PP-10.18.2023.pdf>

Licensing

Please go to (<https://dlr.sd.gov/>) 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 SD.broker@exprealty.net **AND** marketing@exprealty.net

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

<https://sdlegislature.gov/Statutes/36-21A>

MLS/Associations

What MLS/Associations is eXp a part of in South Dakota?

<https://www.sdrealtor.org/your-sdr/about-sdr/local-boards/>

South Dakota Realtors Legal Hotline

(605) 224-0554

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 SD.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 South Dakota?

https://dlr.sd.gov/realestate/applications_for_licensing.aspx

I just got licensed! What are my next steps?

Be sure to get signed up with a local board of realtors and an MLS. Once you have done that, be sure to send confirmation to SD.broker@exprealty.net. Now you can explore the world and attend meetings and trainings that will get your business up and running.

Who can I contact to check on my onboarding status?

Lauren Budner, Administrative Support Analyst

lauren.budner@exprealty.net

(564) 888-2434

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

None at this time.

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 (STATE) AAC?

Shelbie Berndt - Sidney Tonnie - Casey Raftevoll - Traci Nowowiejski - Alan Hess

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?

LOCKBOX SERVICES 856815
EXP Realty LLC
1801 Parkview Drive - 1st Floor
Shoreview, MN 55126

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

Please send via electronic signature program to SD.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 are provided to you by your local realtor association.

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?

This will depend on the transaction, but once you have an executed contract, you will input it into Skyslope and then assign a checklist of required documents.

Can my commission be paid to my LLC?

Yes, so long as this is properly input into Skyslope.

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.