



INDIANA AGENT FAQ

Your guide to everything eXp WY!*

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

Once you enter the Indiana Broker Room, you can ask a question directly to one of our staff members 8-5pm EST. From the Indiana State Broker Room you have direct access to all Indiana Meeting or Class Rooms, both National Training and eXp Main Auditorium, as well as Accounting, ExpertCare Desk, eXp HUB/Infosphere and IT.

****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

[Click here for Indiana Brokerage Team Contact Info and state resources.](#)

Bookmark this page for future use.

[Click Here to visit them in the Indiana Broker Room to ask a question](#)

Just click the "I have a Question" button at the top of your screen

DMB IN, Jason Engle (317)644-2561

MB IN, Morris Lucas (317)550-5466

Via email: In.Broker@exprealty.net

Via VM: 888-601-3912 ext 101

Indiana eXp State Lic # RC51000670

Indiana HUD NAID # EXPRLT9433

eXp NRDS # 402057300

eXp Federal ID/EIN # 20-8369429

Administrative Support Analysts

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

[Click here for Indiana Brokerage Team Contact Info and state resources,](#)

Bookmark this page for future use.

[Click Here to visit them in the Indiana Broker Room to ask a question](#)

Just click the “I have a Question” button at the top of your screen

Elisha Smith & Jess Revilla

P (425) 659-3696

IN.Broker@exprealty.net

[Schedule an appointment](#)

[Send a WPchat](#)

Contract Compliance Analysts

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

[Click Here to visit them in the Indiana Broker Room to ask a question](#)

Just click the “I have a Question” button at the top of your screen

To Email questions about contracts:

In.Contracts@exprealty.net

Triston Draper

[Workplace Chat Triston](#)

Benjamin Ochs

[Workplace Chat Ben](#)

Katie Williams

[Workplace Chat Katie](#)

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!

CDAs, review of **CLOSING DOCUMENTS**, settlement of a transaction, questions on capping status, splits, referrals, and fees.

Individuals Agents - In.Transactions@exprealty.net
Agents on Teams - IN.TeamTransactions@exprealty.net
Agents on Mega Teams - MegaTeams@exprealty.net

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.

[Click Here to visit them in the Indiana Broker Room to ask a question](#)

Just click the “I have a Question” button at the top of your screen

[Or visit them in the Expert Care office](#)

Phone: (833)303-0610

Email: ExpertCare@exprealty.net

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

Assistance in multiple languages is available!

State Resources, Training

When are the state meetings and trainings?

[Click Here to see our Indiana State Calendar](#)

Click [HERE](#) to find the eXp Cloud calendar for all things eXp and all state calendars. State Calendars will be listed in the right-hand column of the calendar.

Links to:

[eXp.World](#)

[IN.Broker Room](#)

[IN Auditorium](#)

[IN Mastermind Room](#)

[IN Conference Hall](#)

Where can I find past state meetings and trainings?

For Indiana you can always search our [Indiana State Workplace page for State Meetings](#)

Or you can see our [Indiana Meeting & 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.

[Indiana State Workplace Group](#)

Agent posting can be done on any of our Regional Groups

If you have a question, please contact In.Broker@exprealty.net or send to one our team members a workplace chat to assist you.

Please join our State Regional Groups to keep up with local info and collaborate with fellow agents.

- [Southern/Southeast Indiana Workplace group](#)
- [Southwest Indiana Workplace Group](#)
- [Central Indiana Workplace Group](#)
- [Northwest Indiana Workplace Group](#)
- [Northeast Indiana Workplace Group](#)

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

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 2nd & 4th Thursday of the Month 10am ET in the [Indiana Conference Hall](#)

What are the state policies and procedures?

[Indiana State eXp Policies and Procedures](#)
[US AGENT CENTER](#)> INTERNAL RESOURCES PAGE)

Licensing

Please go to [Indiana Professional Licensing Agency via InBiz.gov](#) for any state licensing questions you may have.

Please contact In.Broker@exprealty.net for information regarding steps.

Marketing

Do I need advertising approval?

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

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

IN RE License law allows agents to use commonly known names or nicknames.

MLS/Associations

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

[Link to MLS/Association Map](#)

Indiana Association of Realtors Legal Hotline

<https://indianarealtors.com/legal/legal-hotline/>

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 IN.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 Indiana?

[Indiana license Transfer Instructions](#)

I just got licensed! What are my next steps?

[Applying for an Indiana License Instructions](#)

Who can I contact to check on my onboarding status?

Contact In.Broker@exprealty.net

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

[Indiana license Transfer Instructions](#)

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?



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?

A copy of your commission check must be uploaded to the checklist to get paid. And Mailed to the below address.

If title did not provide a copy, please contact title and request or request their property ledger.

MAILING ADDRESS: for Commission/Referral Checks

Mail to:

**EXP Realty LLC
PO Box 850813
Minneapolis, MN
55485-0813**

Overnight/FedEx to:

**Lockbox Services # 850813
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 In.Sign@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?

For Questions: Click [HERE](#) to be taken up to their contact information.

Skyslope 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

Can my commission be paid to my LLC?

Yes, Indiana agents can be paid to an LLC.

How are Commission paid to the agent in Indiana?

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.