COLORADO AGENT FAQ

Your guide to everything eXp CO!*

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 > Colorado 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

Colorado Broker Email - **co.broker@exprealty.net**
Colorado Broker Phone - **(888) 440-2724**

Designated Managing Broker(DMB) - **Todd McManus** (**WorkPlace Here**)
License # **ER.040040820**

Managing Broker(MB) - **Keith Everitt** (**WorkPlace Here**)
Managing Broker(MB) - **Stephanie Engels** (**WorkPlace Here**)

To speak to a Broker "In Person", go to **https://exp.world/cobrokerroom** and click the green "I HAVE A QUESTION" button at the top of your page. Then select the OrangeBlue "Broker" button and one will pull your avatar back to their office. ****DO NOT leave the web page if you are waiting to speak to someone, this will remove your question****

BEST PRACTICE TO CONTACT IS COMING IN EXP WORLD, THE BROKER EMAIL OR WORKPLACE CHAT FOR THE QUICKEST RESPONSE

eXp Realty, LLC License Number - **EC.100037453**
Office Address - **9800 Pyramid Ct Ste 400 Englewood, CO 80112**
HUD/NAID Number - **EXPRLT9456**

Administrative Support Analysts

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

To speak with an ASA "In Person" go to **https://exp.world/cobrokerroom** and one will be waiting at the front desk to greet you!

Megan Needham
Email - megan.needham@exprealty.net
Phone - (587) 524 - 7269
WorkPlace

Jacqui Cordova-Nunez
Email - jacqui.cordova-nunez@exprealty.net
Phone - (564) 888 - 4656
WorkPlace

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.

Colorado Compliance Team Email - **co.contracts@exprealty.net**
To speak to a Compliance Specialist "In Person", go to **https://exp.world/cobrokerroom** and click the green "I HAVE A QUESTION" button at the top of your page. Then select the Orange "Contract Compliance" button and they will pull your avatar back to their office. ****DO NOT leave the web page if you are waiting to speak to someone, this will remove your question****

Nikki Irwin
Email - nikki.irwin@exprealty.net
WorkPlace

Christina Latimer
Email - christina.latimer@exprealty.net
WorkPlace

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!

Colorado Transactions Emails
Teams - **co.teamtransactions@exprealty.net**
Individual - **co.transactions@exprealty.net**

To speak to a Compliance Specialist "In Person", go to **https://exp.world/cobrokerroom** and click the green "I HAVE A QUESTION" button at the top of your page. Then select the Red "Solo

Agent Transactions" button if you are an individual agent and the Green "Team Transactions" if you are on a team. The ASA at the front desk will message the Transactions Team and someone will come into the broker room, sit at a private table, and pull your avatar back to assist you. ***DO NOT leave the web page if you are waiting to speak to someone, this will remove your question****

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.

Joshua Needham - Colorado ECC
Phone: (833)303-0610 - **Available 24/7**
Email: ExpertCare@exprealty.net
eXp.World: https://exp.world/expertcare
Assistance in multiple languages is 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.
Colorado Weekly Schedule
CO State Meetings - Every Tuesday @ 9:00 AM MST in the CO Auditorium **https://exp.world/coauditorium** Can't make it Live? Trainings are posted to the CO State workplace group and our **Video Library**.
CO Contracts Class - Every Tuesday @ 10 AM MST in the CO Auditorium **https://exp.world/coauditorium**
CO New Agent Orientation/New Agent Collaboration - Every Wednesday @ 1:00 PM MST in the CO Conference Hall **https://exp.world/coconferencehall**
CO Business Development - Every Thursday @ 12 PM MST in the CO Auditorium **https://exp.world/coauditorium**
CO Agent "Face to Face Friday" with your Broker Team - Every Friday @ 11 AM MST in Google Meet, put some faces to the names you see, go over any questions you may have, and events coming up, and just chat about how your business is going!
Video call link: **https://meet.google.com/xds-jxac-htp**
eXp National Training - Every Tuesday @ 1:00 PM MST, Wednesday @ 1:00 PM MST, and Thursday @ 9:00 AM MST in the National Training Auditorium **https://exp.world/nationaltrainingauditorium**

Colorado Google calendar

Where can I find past state meetings and trainings?

Colorado **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.

- **CO State Group WorkPlace**
- **Colorado Listings - Share and Sell!**

*****Getting a TON of notifications from Workplace? Click HERE to learn how to update your settings.***

CO Self Help Room: https://exp.world/cobrokerroom#conference-1
CO State Website: https://us.exprealty.com/states/colorado/
CO Resource Guide: Colorado Agent Filing Cabinet
eXp CO Past Newsletters
Video Libraries 2024
Video Libraries 2023

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 2nd and 4th
Wednesday @1:00PM | MST
@ CO Conference Hall

What are the state policies and procedures?

Colorado Policies & Procedure can be found **HERE**.

Licensing

Please go to **https://dora.colorado.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 co.broker@exprealty.net **AND** marketing@exprealty.net

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

In the State of Colorado as long as the name is listed on your license, you can use it.

MLS/Associations

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

CO Filing Cabinet - Slides 10-12

(CAR) Legal Hotline

Legal Hotline Form to Complete

Click HERE.

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 CO.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 CO?

eXp Realty Colorado License Transfer Instructions

I just got licensed! What are my next steps?

We will send a 5-day campaign to your email on file the first week you are with eXp on what your next steps will be!

Who can I contact to check on my onboarding status?

https://onboardingstatus.expenterprise.com/

* Please note your personal code can be found on the top right-hand side of your application under the Dashboard tab.

Onboarding Lead - Jacqui Cordova-Nunez
Email - jacqui.cordova-nunez@exprealty.net
Phone - (564) 888 - 4656
WorkPlace

Onboarding Backup - Megan Needham
Email - megan.needham@exprealty.net
Phone - (587) 524 - 7269
WorkPlace

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

Colorado Agent Filing Cabinet (New Agent Guide Phase 1-4)

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 CO AAC?

- **Matt Ruotolo - Immediate Past Chair**
- **Crystal Sisler**
- **Cody James**
- **Jennifer Gaul**
- **Tammy Fabregas**

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?

This will be stated on your CDA (Commission Disbursement Authorization)

Regular Mail -
EXP Realty, LLC P.O Box 913328 Denver, Co 80291-3328

Overnight Mail -

Lockbox Services 913328 EXP Realty, LLC 1750 Lincoln Street Denver, CO 80274-0002

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

Please send via electronic signature program to **CO.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 can find all eXp Contracts and forms in SkySlope under Working Documents > Office Documents > in the Colorado Folder on the left-hand side.

You can find general contracts and forms on the **Colorado State DRE site as well** (DORA).

Agents also like to use **CTM**, a third-party E-Contract service, and once you set your brokerage as eXp Realty, LLC, all of our contracts and forms are loaded in there too.

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?

What is required in your SkySlope File

Can my commission be paid to my LLC?

It is the responsibility of the licensee to complete the necessary paperwork to qualify the entity for use and/or licensure with the State REC. In general, it is understood that;

- If an agent chooses to use a personal business entity, eXp Realty cannot pay commissions directly to owners/principals within the entity. Checks will be made payable only to the entity name and not to any individuals within the entity. Any licensee using a personal business entity must provide a W-9 for the entity. The entity will receive a 1099 from eXp Realty for all payments made to the entity for each calendar year.
- If you would like to update your W-9 to your LLC please fill out this form and we will update your information - **https://app.hellosign.com/s/9989c846**

What does it mean to be a "split check" state?

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 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.