



WYOMING 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 > Wyoming Broker Room.

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

****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



Connie Czarnecki

Designated Managing Broker

wy.broker@exprealty.net

(630) 927-8269

Broker License #: RE-14418

HUD NAID#: EXPRLT9459

Main Office Address: 2617 E Lincolnway Ste A-5, Cheyenne, WY 82001

Administrative Support Analysts

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



Lori Correa

Administrative Support Analyst
wy.broker@exprealty.net
360-946-2476



Amanda Davis

Administrative Support Analyst
wy.broker@exprealty.net
907-201-8640

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.

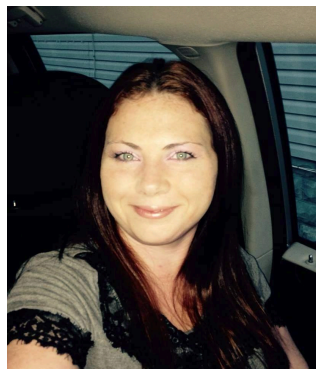
Wyoming does not have a CCA. The broker reviews all files.

Transaction Settlement Analysts

Our Transaction Settlement Analysts 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!

For team files, reach out to wy.teamtransactions@exprealty.net

For solo files, reach out to wy.transactions@exprealty.net



Kelly O'Neil

Transaction Settlements, Manager



Juana Silvas

Transaction Settlements, Lead



Hailee Jimenez

Transaction Settlements, Lead

Norms Buenaflor

Transaction Settlements, 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.

Name: Gab Albuera

Phone: (833)303-0610

9:00-6:00 EST

M-F

CO, MT, NM, UT, WY

Email: ExpertCare@exprealty.net

eXp.World: [HERE](#)

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?

Video Library [HERE](#)

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.

- Wyoming State Group [HERE](#)

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

Wyoming Self Help Room: [HERE](#)

Wyoming State Website: [HERE](#)

eXp Wyoming Past Newsletters: [HERE](#)

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 at 9 am.

What are the state policies and procedures?

[State specific P&P](#)

Licensing

Please go to [HERE](#) 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 wy.broker@exprealty.net **AND** marketing@exprealty.net

Can I use an alias?

No. When real estate Responsible Broker, Associate Broker, or Salesperson

uses their individual name in an advertisement, he shall use the legal name in which he is licensed, as registered with and verified by the Commission.

■ [Real Estate Commission All Chapters.pdf](#)

MLS/Associations

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

☰ [Wyoming List of Associations and MLS](#)

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 wy.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 Wyoming?

- [Click here for Transferring Licenses](#)

I just got licensed! What are my next steps?

- [Click here for New Licenses](#)
 - Please complete your application with the Wyoming Real Estate Commission and send your paperwork to the commission's office. Please indicate that you intend on Joining eXp Realty, LLC. Once they receive your application Connie will go in person and complete and sign the broker portion.

Who can I contact to check on my onboarding status?

Lori Correa

Amanda Davis

Administrative Support Analyst
wy.broker@exprealty.net
360-946-2476

Administrative Support Analyst
wy.broker@exprealty.net
907-201-8640

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

To assist you in the next steps:

- [Click here for New Licenses](#)
 - Please complete your application with the Wyoming Real Estate Commission and send your paperwork to the commission's office. Please indicate that you intend to join eXp Realty, LLC. Once they receive your application Connie will go in person and complete and sign the broker portion.
- [Click here for Transferring Licenses](#)

Please take a look at our [Onboarding Guide](#).

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 Wyoming AAC?

WYOMING EXP REALTY AAC MEMBERS!



Megan Barr Derede Darden Jill Bates Rebecca Sellnow

exp | AGENT ADVISORY COUNCIL

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?

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

Contract and forms are provided by your MLS

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?

Wyoming state required documents are contract driven. However, all files must include an accepted contract to buy/ listing agreement, brokerage disclosure, explanation of contract, and estimated cost. All other documents that are in the terms of the contract must be included.

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 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.