



NEBRASKA AGENT FAQ

Your guide to everything eXp NE!*

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.

HOW TO USE

****This template gives an outline of all default questions that should be on your state FAQ. Do not edit or remove anything that is not within parentheses and highlighted green (). This is solely for state specific questions and should not include general eXp or national information. Further information will follow as we continue this process. Reach out to your Ninja with any questions.**

STEPS

- **PLEASE MAKE A COPY** of this template in order to edit for your state and save in your State Shared Drive, Defensible Position Folder
- Add any additional state-specific questions that are exclusive to your state.
- Replace any text showing (STATE) or (ST) with either your state name or abbreviation
 - You can replace all at once by going to EDIT, then FIND and REPLACE
- Delete this section & how to use section
- We will create your state specific title page above.

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 > Nebraska 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

NEBRASKA STAFF DIRECTORY



SHELLYN SANDS
Designated Managing Broker
NE.Broker@exprealty.net
License # 20150189
(402) 419-4325
eXp World Office Hours



TARA XENIDIS
Administrative Support Analyst
Tara.xenidis@exprealty.net
(360)450-2345

eXp World Office Hours
Monday-Friday
8:00 - 12:00
Always available in [Workplace Chat!](#)

7000 Olive Creek Road
Firth, NE 78358
(866) 308-2448

EXP NEBRASKA INFO

OFFICE ADDRESS 7000 Olive Creek Rd Firth, NE 68358

OFFICE PHONE (866)308-2442

TEXT LINE (402)382-4694

FEDRAL TAX ID / 20-8369429

EIN XPRLTY9429
NE HUD NAID

[NEBRASKA POLICY & PROCEDURES](#)



Administrative Support Analysts

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



Tara Xenidis
Administrative Support Analyst
Tara.xenidis@expreatly.net

Dhane Alonzo
Administrative Support Analyst
dhane.alonzo@exprealty.net



Missed us inside the World? Reach out via
Workplace chat/email for the quickest responses!

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.

Anne is leaving, so NE does not have one

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!



Angela Chesley
Transaction SR Manager
angela.chesley@exprealty.net


Cecily Garcia
Transaction Lead
cecily.garcia@exprealty.net

Roxanne McKenzie
Transaction Settlement Analyst
roxanne.mckenzie@exprealty.net

exp
REALTY

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.



Angel Montevirgen Jr
eXpert Care Desk Concierge
angel.montevirgen@exprealty.net

Nicole Dixon
eXpert Care Desk Concierge
nicole.dixon@exprealty.net

Gab Albuera
eXpert Care Desk Concierge
gab.albuera@exprealty.net



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?

NE meetings are held in person or via Zoom when IRL cannot happen.

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.

- <https://exprealty.workplace.com/groups/145514079401600>
- <https://trello.com/b/8aRxtEcM/nebraska-best-practices>

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

Nebraska Self Help Room: <https://exp.world/nebrokerroom#conference-1>

Nebraska State Website: <https://usexprealtydev.wpengine.com/states/nebraska/>

Nebraska Resource Guide:

<https://usexprealtydev.wpengine.com/states/nebraska/internal-resources/>

eXp Nebraska Past Newsletters:

https://us19.admin.mailchimp.com/campaigns/#f_list:all;t:campaigns-list

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 <https://nebraskabroker.youcanbook.me/>

What are the state policies and procedures?

<https://us.exprealty.com/states/nebraska/internal-resources/>

Licensing

Please go to <https://nrec.nebraska.gov/additional-links/fagapplicants.html> 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 NE.broker@exprealty.net **AND** marketing@exprealty.net

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

<https://nrec.nebraska.gov/legal/Advertisingdosanddents.html>

MLS/Associations

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

<https://nebraskarealtors.com/local-boards-chapters/>

NRA Legal Hotline

402-328-8375

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 NE.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 Nebraska?

<https://nrec.nebraska.gov/licensing-forms/index.html>

I just got licensed! What are my next steps?

<https://nrec.nebraska.gov/licensing-forms/transferprocedures.html>

Who can I contact to check on my onboarding status?

Aleesa Christensen

Onboarding, Lead · aleesa.christensen@exprealty.net

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

<https://nrec.nebraska.gov/>

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 Nebraska AAC?

MEET YOUR AGENT ADVISORY COUNCIL

The Agent Advisory Council was formed to be a voice for the agents at eXp.

To express YOUR opinions and concerns, and to impact growth and change.

Feel free to reach out with any questions or concerns!





Chris Harter- Omaha Area
(402)578-3784
chris.harter@exprealty.com
Chris has been in Real Estate since ?



Mandy Aufenkamp-Omaha Area
(402) 319-0800
amanda.aufenkamp@exprealty.com
Mandy has been in Real Estate since 2016



Linh Bui- Omaha Area
(402)419-9564
linh.bui@exprealty.com
Linh has been in Real Estate since ?



Loretta McNally- Omaha Area
(402) 616-0103
Lorettamcnally@exprealty.com
Loretta has been in Real Estate since ?



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?

<https://us.exprealty.com/states/nebraska/state-information/>

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

Please send via electronic signature program to NE.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'll find these as a part of your Board/Association Docs. Log in to you MLS to access them. If your board does not provide them, we will use the Nebraska Realtor Assoc docs. Log in to your Zipforms or Simplicity account to access them. Other supplemental forms and eXp required forms are found in Working Docs of Skyslope.

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?

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 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.