



SOUTH CAROLINA AGENT FAQ

Your guide to everything eXp SC!*

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 > (SC) 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

	 <p>PHILIP BLACK DESIGNATED BROKER</p>	
 <p>SANDY FAY- WOTHERSPOON MANAGING BROKER</p>	 <p>ATHENA BARNHART MANAGING BROKER</p>	 <p>KEITH ATKISSON MANAGING BROKER</p>



PHILIP BLACK

Designated Managing Broker
Offices: Rock Hill (SC Agents only) and Bluffton
SC license # 65214
NC license # 164144
Philip.Black@eXpRealty.net

SANDY FAY-WOTHERSPOON

Managing Broker
Offices: Rock Hill (NC Agents Only) and Greenville
SC license # 102186
NC license # 295740
Sandy.Fay-Wotherspoon@eXpRealty.net

ATHENA BARNHART

Managing Broker
Offices: Columbia, Atlanta, and Myrtle Beach
SC license # 92942
GA license # 404649
Athena.Barnhart@eXpRealty.net

KEITH ATKISSON

Managing Broker
Office: Charleston
SC license # 89287
NC license # 284091
Keith.Atkisson@eXpRealty.net

Broker Floor Hours

Monday - Friday: 11 am - 4 pm

Workplace Chat

8:30 am - 5:30 pm - 7 days a week

Phone

888-440-2798

Email

sc.broker@exprealty.net

eXp Tax EIN:

20-8369429

NAID #

XPRLTY9431



BLUFFTON/HILTON HEAD OFFICE

eXp Realty, LLC - Office Code 26860
Philip Black, Designated Managing Broker/BIC
110 Traders Cross Ste 109, Bluffton, SC 29909

ROCK HILL OFFICE (SC Agents only)

eXp Realty, LLC - Office Code 23792
Philip Black, Designated Managing Broker/BIC
331 E Main Street., Suite 200 (#222), Rock Hill, 29730

COLUMBIA OFFICE

eXp Realty, LLC - Office Code 24135
Athena Barnhart, Managing Broker/BIC
1320 Main St., Suite 335, Columbia, SC 29201

ATLANTA OFFICE

eXp Realty LLC - Office Code 25947

This office is only for dual licensed GA agents that will not be joining a SC MLS.

Athena Barnhart, Managing Broker/BIC

1230 Peachtree St NE, 19th Floor, Atlanta, GA 30309

MYRTLE BEACH OFFICE

eXp Realty, LLC - Office Code 25443

Keith Atkisson, Managing Broker/BIC

1000 2nd Ave S Ste 300 #316, N Myrtle Beach, SC 29582

GREENVILLE OFFICE

eXp Realty, LLC - Office Code 18022

Sandy Fay-Wotherspoon, Managing Broker/BIC

220 North Main St., Suite 542, Greenville, SC 29601

ROCK HILL OFFICE (NC Agents only)

eXp Realty, LLC - Office Code 23792

Sandy Fay-Wotherspoon, Managing Broker/BIC

331 E Main Street., Suite 200 (#222), Rock Hill, 29730

CHARLESTON OFFICE

eXp Realty LLC - Office Code 21374

Athena Barnhart, Managing Broker/BIC

170 Meeting St., Suite 304, Charleston, SC 29401

Administrative Support Analysts

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

ADMINISTRATIVE SUPPORT ANALYSTS (ASA)

We are here to help!

South Carolina ASA's assist with...

Onboarding/Offboarding
MLS Audits -
Join an MLS/Local Association and NAR
Mentor pairing
State meetings/class recordings
Professional Development
Workplace engagement
Weekly newsletter



Christine
Virata



Nelli
Wabe



Laurie
Sambenedetto



Visit/Contact Us

Monday - Friday 8 am - 5 pm EST
eXp World - Go To - Broker State Room -
South Carolina - Offices -
Workplace Chat/Workplace Voice Call
sc.broker@exprealty.net

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.

Meet your compliance team!

They review your contract paperwork to assure we are in compliance with SC License Law & eXp Realty policies.



**Robin
Hedrick**



**Russ
Kral**



**Summer
Rice, MB**



Maria Broome

**On the broker floor M-F 8-4 / Workplace Chat /
sc.contracts@exprealty.net**

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!



DANA SPROUSE
TRANSACTION SETTLEMENTS, MANAGER



DEB KASTER
TRANSACTION SETTLEMENTS, LEAD



ELISABETH SALTER
TRANSACTION SETTLEMENTS, LEAD



SALLY SIMONS
TRANSACTION SETTLEMENTS, LEAD



SC.TRANSACTIONS@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.



South Carolina
eXpert Care Concierge

General Help • eXp Tools

Name/Address Change	kvCORE	Skyslope
Email Alias	Workplace	Direct Deposit
State Meetings	Regus	eXp World

 **SC.expertcare@exprealty.net** |  **843-977-4EXP**

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.

SC Meetings/Classes

<p><u>Monday's</u> </p> <p>State Meeting 8:30-9:30am All agents are expected to join this meeting</p> <p><small>Coffee & Compliance will be held immediately after State Meeting Weekly-Got questions? We will try to answer!</small></p> <p>Contract Class 9:45-10:45am After the SC State Meeting/Coffee & Compliance Deep dive into forms you use regularly SC Auditorium</p> <p><u>1st & 3rd Tuesday of every month</u> New Agent Orientation 8:30-9:30am SC Auditorium</p>	<p><u>Wednesday's</u> Skyslope: How To Get Paid 8:30-9:30am SC Auditorium (SC Conference Hall on mobile)</p> <p><u>Thursday's</u> Professional Development 8:30-9:30am SC Auditorium (SC Conference Hall on mobile)</p> <p><u>Friday's</u> Core Fundamentals 8:30-9:30am 6 Classes to help agents build their business foundation SC Auditorium (SC Conference Hall on mobile)</p>
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Where can I find past state meetings and trainings?

[SC 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.

- [SC STATE GROUP](#)
- [SC REFERRAL GROUP](#)
- [SC OFFICE EXCLUSIVE PROPERTIES](#)

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

SC Self Help Room: <https://exp.world/scbrokerroom#selfhelp>

SC State Website: <https://sites.google.com/exprealty.net/scexplore/home>

SC Resource Guide: [SC Agent Resource Library](#)

eXp SC Past Newsletters: [Agent Success Newsletters 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 **1st and 3rd Tuesday of every Month**
New Agent Orientation 8:30 AM - 9:30 AM at [SC Auditorium](#).

What are the state policies and procedures?

[SC Policies and Procedures](#)

Licensing

Please go to the [South Carolina Department of Labor, Licensing and Regulation](#) 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 sc.broker@exprealty.net **AND** marketing@exprealty.net

<https://www.expmarketingcenter.com> for marketing materials & guidelines

All marketing materials need to be approved at the state and company level

- Send all proofs to marketing@exprealty.com and copy your BIC (sc.broker@exprealty.net) prior to ordering
- The only address you can use on marketing is the one associated with your license
- All social media real estate pages need to disclose you are an Agent with eXp Realty
- Print marketing NEEDS the following disclosure: ***"Not intended to solicit any properties already listed for sale with another real estate agent. If your home is already for sale, then please disregard this message."***
- Don't forget to upload all marketing related to listings/transactions to SkySlope

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

Yes. An alternative first name and legal last name can be used on marketing materials, provided that the alternative name has been properly registered with the Commission.

<https://www.llr.sc.gov/re/recpdf/Alternative-Name-FAQ.pdf>

MLS/Associations

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

[Join an MLS & Board](#)



Which MLS Can I Join?



Are you in the correct office for your location?
If not, you can transfer! Just go on LLR and make the transfer to the correct office then let your MLS know you have made a change.

Bluffton/ Hilton Head	Charleston	Columbia	Greenville	Rock Hill	Myrtle Beach
	Charleston MLS	Aiken MLS	Consolidated MLS	Canopy MLS Consolidated MLS	Coastal Carolina MLS
	Coastal MLS	Canopy MLS	Cherokee MLS		Consolidated MLS
	Consolidated MLS	Charleston MLS	Greenville MLS		Consolidated MLS
Charleston MLS	Charleston Commercial	Consolidated MLS	Greenwood MLS		Pee Dee MLS
Consolidated MLS	Greenville MLS	Palmetto MLS	Spartanburg MLS		
Hilton Head MLS	Hilton Head MLS	Sumter MLS	Western Upstate MLS		
Lowcountry MLS	Lowcountry MLS				
	Sumter MLS	Greenville MLS Western Upstate MLS Coastal Carolina MLS			
	Pee Dee MLS				

I'm not a Primary Agent in SC, so how do I get access to the SC Forms?

Most standard forms utilized in real estate transactions in South Carolina are produced and trademarked by SC REALTORS. Therefore, only SCR members are authorized to use those documents. eXp staff can NOT share.

For agents in NC or GA, etc. who are dual agents and want access to the SC Forms, Legal Hotline, Tech Helpline and more, you can just join the SC Realtor Association.

The application for secondary membership the SC Association of Realtors can be accessed here:

<https://www.screaltors.org/wp-content/uploads/2018/04/Secondary-Membership-1.pdf>

There is a fee to join but, upon joining, you have immediate access to the full SC forms library on ZipForms, where the forms are always kept up to date.

Lindsey Pittman - Director of Member Services, SCR

Direct 803.807.2107

Email lindsey@screaltors.org

Website: screaltors.org

(SCAR) Legal Hotline

803-772-5206

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 sc.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 (STATE)?

☰ STEP 1: TRANSFER/REACTIVATE/NEWLY LICENSED SC INSTRUCTIONS

I just got licensed! What are my next steps?

☰ STEP 2 and STEP 3: Join an MLS & Board


Who can I contact to check on my onboarding status?

For new agents inquiring about the onboarding status please have THEM email sc.onboarding@exprealty.net.

If you are inquiring about an agent you are sponsoring, please go to Agent Onboarding in eXp World (preferably with each other) or email sc.onboarding@exprealty.net.

In almost all cases of delayed onboarding, the agent trying to join eXp Realty has not completed a document sent to them. Make sure they are checking their email and spam folder, particularly for **HelloSign** documents. Please also make sure they are reading EACH email sent to them during the onboarding process, as each has important information. We do our best to communicate every step of the way.

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

 eXp Realty 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 (STATE) AAC?



The image displays the SC Agent Advisory Council (AAC) members. It features a blue header with the title "SC AGENT ADVISORY COUNCIL - AAC" and the "exp REALTY" logo. Below the header, there are two rows of circular portraits of the council members, each with their name and title listed underneath. The members are: Marihelen Hower (Chair), Jodeci Jenkins (Vice-Chair), Braden Greer, Master Bines, Tina Lensch, Valarie Frasier, Jody Cartee, Tonya Upton, Sharon Brady-Overby, Joseph Foster, and Jack Coleman.

Name	Title
Marihelen Hower	Chair
Jodeci Jenkins	Vice-Chair
Braden Greer	
Master Bines	
Tina Lensch	
Valarie Frasier	
Jody Cartee	
Tonya Upton	
Sharon Brady-Overby	
Joseph Foster	
Jack Coleman	

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: PO BOX 932975 Atlanta, GA 31193-2975

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

Please send via electronic signature program to sc.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?

[Documents You Need to do Business](#)

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?

[Relevant Forms/Documents you need for business \(and more\)](#)

Can my commission be paid to my LLC?

Yes, commission can be paid to an LLC

What does it mean to be a SINGLE CHECK state?

Single Check: *The commission is paid directly to to eXp Realty and then the brokerage pays the agent via direct deposit. This is state-specific and if you are unsure 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.