



MAINE AGENT FAQ

Your guide to everything eXp ME!*

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 ([HERE](#)) to bypass the welcome area!

Who is my State team and how do I contact them?

Broker Team



DEBBIE BALL (DMB)



DAVE MILLET (MB)



JOSH JAKAN (MB)

Email : ME.Broker@exprealty.net

Address: 41 Hutchins Dr Building 3 Portland, ME 04102

Phone: (888) 439-8743

License Number: AL90602642

MLS ID: 2742

Maine HUD NAID #XPRLTY9439

eXp Federal ID/EIN #

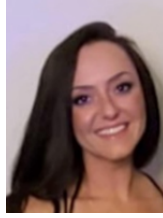
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Administrative Support Analysts

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



JESSICA VAUGHAN (ASA)



ANDREA ROBICHAUD (ASA)

EMAIL: ME.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.



KAREN BATTISETLLI (CCA)



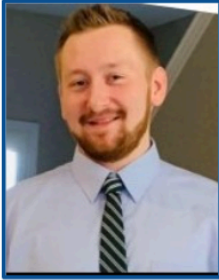
LISA MARIE DOHERTY (CCA)

EMAIL: ME.Broker@exprealty.net

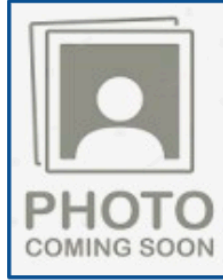
Transaction Settlement Analysts

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!

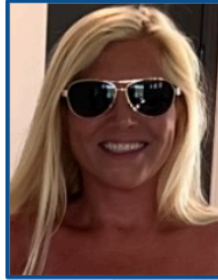
Meet Your ME/NH/VT Transaction Operations Team



**Andrew
Stoltz**
TSA, Sr.



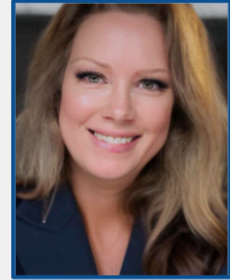
**Mandi
Chapman**
TSA



**Michelle
Kresak**
TSA



**Betty
Menendez**
Lead



**Christie
Stevens**
Manager

EMAIL: ME.Teamtransactions@exprealty.net

EMAIL: ME.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.



ARC CORDERO - Me.expertcare@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?

[New England State Group](#)

[Maine State Meetings](#)

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.

- [Maine State Workplace Group](#)
- [New England States Group](#)

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

Maine Self Help Room: [HERE](#)

Maine State Website: [HERE](#)

Maine Resource Guide: [HERE](#)

eXp Maine 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 Tuesday of the month at 9 AM in the ME BROKER ROOM and every 3rd Thursday of the month via Google Meet at 2 PM.

What are the state policies and procedures?

Licensing

Please go to <https://us.exprealty.com/states/maine/internal-resources/> 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 ME.broker@exprealty.net **AND** marketing@exprealty.net

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

Agents may advertise in a name differing from their license if the agency has a record matching the advertising name to the licensee. <https://www.maine.gov/sos/cec/rules/02/chaps02.htm#039>

MLS/Associations

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

[GreaterPortland Board of REALTORS®](#)

[GreaterBangorBoardofREALTORS®](#)

[KennebecValleyBoardof REALTORS®](#)

[MaineCommercialAssociationof REALTORS®](#)

[MountaintoShoreBoardof REALTORS®](#)

[YorkCountyCouncilofREALTORS®](#)

MAR Legal Hotline

(207) 622-7501

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 ME.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 Maine?

Here is a link to the [Maine RE Commission](#).

- [Click on Change of License Application](#)
- Click Radial button: Change of License Application, continue
- Click Radial button: All other license changes, continue
- Click Radial button: Enter your license number, ex: "BA987654" to continue
- Enter your Access Code. If you don't know it, click "forgot access code", they'll email it to you
- Continue to follow the prompts - You're looking to change your "Agency Affiliation", It needs to be changed to EXP Realty, LLC License #AL90602642. This affiliates you with our **Portland - 533 Congress Street** Office.
- You'll need to upload the Designated Broker of Agency Affiliation form (attached).

I just got licensed! What are my next steps?

[☰ Whats Next - Board Membership Needed - ME](#)

Who can I contact to check on my onboarding status?



JESSICA VAUGHAN (ASA) - me.broker@exprealty.net

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

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 Maine AAC?

NORTHERN NEW ENGLAND AGENT ADVISORY COUNCIL



RON O'CONNOR



MICHAEL WEISMAN



FRED BUTTS



CORNIA CISNEROS



ELAINE APATANG-BUTTS



DEBBIE BALL



BETH QUARLES



TYNE KENNY

The AAC was established with one mission in mind: to champion the agent's perspective as eXp Realty continues to set the standard for being the most agent-centric real estate brokerage in the world.

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

EXP Realty LLC
PO Box 787962
Philadelphia, PA 19178-7962

Overnight / Fedex:

EXP REALTY, LLC
LockBox #787962
2005 Market Street, 5th Floor
Philadelphia, PA 19103-7042

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

Please send via electronic signature program to ME.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?

Zip 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:

- Wiring Fraud Advisory Notice
- Agent Owned Listing/Selling of Personal Property
- Affiliated Business Arrangement Disclosure Statement
- Lead Based Paint Disclosure
- eXp W9
- E&O

What required documents do I need to have in my files?

Skyslope Forms>Browse Libraries>All Libraries> eXp Maine- Broker Library> Maine Association of Realtors- MEOR> eXP Realty USA- Broker Library

Listing

Real Estate Brokerage Relationship Form
Exclusive Right to Sell Listing Agreement (combo)
Wiring Fraud Advisory Notice
Affiliated Business Arrangement Disclosure Statement
Lead Based Paint Disclosure (if applicable)
Property Disclosure
Deed

Sale

Real Estate Brokerage Relationship Form
Exclusive Buyer Representation Agreement (combo)
Wiring Fraud Advisory Notice
Affiliated Business Arrangement Disclosure Statement
Purchase and Sale Agreement
Lead Based Paint Disclosure (if applicable)
Property Disclosure
Fact Sheet: Arsenic Treated Wood
Arsenic in Well Water
Deed
EMD copy
MLS Showing Commission

Can my commission be paid to my LLC?

Payee as a Business Entity

State regulations require Agents be paid according to the name as it appears on their real estate license. If any Agent wishes to be paid under a different name than is on their license, it will be allowed provided the State broker has a signed letter on file from that Agent stating that the Agent is assigning all payments to the legal entity that will be collecting the payment. This may not be allowed if eXp Realty is under order to collect for back taxes, child support other such liens and garnishments. Submit legal documentation here: [Agent DBA Registration](#)

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.