



# Transaction Quick Reference Guide

This Transaction Quick Reference Guide is provided to assist you with handling your transactions here at eXp consistent with eXp Policies and Procedures.

## **General Reminders:**

- Company policy requires that you create your transaction files within 2 business days of a fully executed purchase and sale agreement or late paperwork fees may apply as outlined in the policy & procedures manual.
- Company policy requires that you create your listing files in Skyslope within 24 hours of having a listing agreement signed by the seller.
- If your state requires you to maintain copies of written but unaccepted offers, you must upload unaccepted offers in the Rejected Offers option available in Working Docs in Skyslope.
- If licensed in more than one state, be sure you select the correct office for the state in which your transaction is located in.
- Agents are not authorized to issue or modify any Commission Disbursement Authorization on behalf of the company. eXp will automatically issue a Commission Disbursement Authorization based upon the information you provide on the Commission Tab in Skyslope once your file has been approved by your Broker

## **Transaction Types:**

The following pages outline the process for each Transaction Type as outlined in the ICA:

- Listings
- Sales
- Leases/Rentals
- Referrals
- BPOs
- Miscellaneous Transactions (Retainer Fees, Buyer Agreements, Marketing Agreements, etc.)



## Listing Process

### ➤ **Create a Listing in SkySlope:**

- You must create a Listing File in Skyslope at the time of Listing and upload all listing paperwork for review at the time of listing.
- You will later use the listing file to convert to a transaction file when you have an accepted offer on your listing.
- The following short video tutorial will help get you started with entering your Listing file: [Learn How to Create a Listing](#)

### ➤ **Minimum Company Dollar:**

- The minimum Company Dollar Amount on any non-capped **listing transactions** shall be \$500 to the Company. As with all other transactions, the agent also would be responsible for the broker review and E&O fees. Properties where a 3% listing side commission would result in a 20% Company Dollar of less than \$500 will be charged at the normal 20% Company split plus broker review and E&O fees.
- For non-capped Rental/Referral/BPO files of any amount the Company charges 20%. If the agent is capped, they will be charged the cap fee or 20%, whichever is less.

## Sale Transaction Process

### ➤ **Create a transaction in SkySlope:**

- If your transaction is a Listing Sold, go into your listing file in Skyslope and click on the Accepted Contract button on the Checklist Tab. ([View Tutorial](#))
- If you represent the buyer, Create a New Transaction in Skyslope. ([View Tutorial](#))
- Select the appropriate checklist type for your transaction and upload all documentation you have to the checklist. The following tutorials may be helpful:
  - [How to Upload Documents](#)
  - [Learn How To Split and Assign](#)
  - [Learn How to Email Documents into SkySlope](#)
  - [Learn How to Remove Incorrect Documents from Your Checklist](#)
- Once created, please see the instructions that follow for submitting your file for review by your broker.
- A Commission Disbursement Authorization will be sent via e-mail to the closing agent once you have Broker Approval on the file so please be sure you enter the contact information for your closing agent. The DA will include the appropriate address where the eXp check should be sent. (See full list on document last page)
- Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction.

### ➤ **Commission Payment Processing**

- Upon upload of the Settlement Statement to the checklist, the transaction file will be settled and archived in Skyslope.
- In states that allow it, a Split DA may be sent after Broker Approval allowing the agent to pick up their check at closing.
- If a Single DA is used, payment will be initiated via Direct Deposit within 1-2 business days of upload of the Settlement Statement IF file is complete and approved by broker.
- All Sale Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee\*, Broker Review Fee, Risk Management Fee, Mentor Fee (if applicable), 5% Equity Stock (if opted in to program).

\*If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.

## SkySlope

### Steps to Add Agent Completion of File to your Transactions

The purpose of this new process is to alert the Broker and Transaction Specialist that the file is complete and ready to review. This will also help expedite file review, issuing Commission Disbursement Authorizations, and payment of your commission after closing.

Introducing the Agent Completion of File document

We have replaced line 1. on your Sales Documentation checklist (formerly Broker Approval of File) with the new Agent Completion of File.

While uploading your sales documentation, you will also now include the Agent Completion of File document in the checklist when you are ready to submit your file for Broker Approval so a DA can be executed.

This document is located in the Working Docs section of SkySlope under Office Docs. Steps on how to do this are below.

Once your file is approved, your Broker will comment Broker Approved in the comment box of the Agent Completion of File checklist item.

If additional documents are needed, Line 1. will be marked incomplete and you will need to re-attach the document when your file is once again ready for review by your broker.



#### AGENT COMPLETION OF SKYSLOPE FILE

##### For eXp Realty Agents

Attach this document to the **Agent Completion of File** checklist item when your SkySlope file is ready for Broker Review and Approval.

Once your SkySlope file is Approved, this document will be marked **Completed** with the words **Broker Approved** in the comment box.

If additional documents are required for your file, this document will be marked **Incomplete** and will need to be attached again once the file is ready for Broker Review and Approval.

If you have any questions about required documents, please contact your Broker.

↑ Agent Completion of File document.

↑ Usage directions are outlined on the document itself.

## STEP 1

- The Agent Completion of File document is located in:
  - SkySlope > Working Docs > Office Docs > Company
- You can easily locate the document when sorting Office Docs by Document Name.
- Click the checkbox next to the document then click **Assign**.  
\*\* **NOTE:** The Assign button will not appear until you click the checkbox.



## STEP 2

- The Assign Documents screen will display a list of your Transactions and Listings. You can also search for the Transaction if necessary.
- Click Assign next to the correct Transaction. The Agent Completion of File document is now copied to the Documents folder of the Transaction.

### Assign Documents

Assign Document **-Agent\_Completion\_of\_File.pdf** to one of the properties below.

#### Transactions

Property Address	Status	Escrow Number	Closing Date	Assign
300 Main St, West Orange, NJ 07052	Pending		07/31/2018 12:00 AM	<input type="button" value="Assign"/>
400 Bloomfield Ave, Montclair, NJ 07042	Pending		07/31/2018 12:00 AM	<input type="button" value="Assign"/>
800 Allwood Rd, Clifton, NJ 07012	Pending		07/31/2018 12:00 AM	<input type="button" value="Assign"/>

## STEP 3

- Go back to the Transaction checklist.
- Click Attach.

### Sales Documentation

Documentation	Status	Docs	Comments
1. Agent Completion of File ?	Required		<input type="text"/>



## STEP 4

- Click Assign next to the Agent Completion of File document to attach the document to the checklist.
- Once your file is approved, your Broker will comment **Broker Approved** in the comment box of the Agent Completion of File checklist item.

UPLOAD DOCUMENTS

Agent Completion of File

Cancel Upload Document

Document Name	Views	Assign
 ~Agent_Completion_of_File.pdf	0	Assign

- The document is now assigned to the checklist.

### Sales Documentation

Documentation	Status	Docs	Comments
1. Agent Completion of File ?	In Review		<input type="text"/>



If you have any questions about this process, please contact your Broker or the Transaction Team.



## Lease/Rental Transaction Process

### ➤ **Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:**

- Be sure **Sale Type** is set to '**OTHER**'.
- Select the appropriate Lease/Rental Checklist for your state.
- Once created, please submit your file for Broker Approval as previously instructed.
- Complete a Lease Commission Invoice and send to party paying your commission.
- Ensure Commission Invoice includes the following addresses for check to be sent to:

#### **Regular Mail:**

EXP Realty, LLC  
PO Box 413170  
Salt Lake City, UT 84141-3170

#### **Overnight/Fed X:**

Lockbox Services 413170  
EXP Realty, LLC  
260 North Charles Lindbergh Drive  
MAC U1240-02C  
Salt Lake City, UT 84116

- Remember to update the file with any changes and upload any documents as you receive them during the course of the transaction including a copy of the rental commission check.

### ➤ **Commission Payment Processing**

- Upon Broker Approval of the file and upload of the check, the file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check IF file is complete and approved by broker.
- All Lease/Rental Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee\*, Broker Review Fee (if over \$1,000), 5% Equity Stock (if opted in to program).

\*If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.



## Referral Process:

### ➤ Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:

- Enter as much identifiable information as you can, including entering the referral fee amount in the Sale Commission Field on the Commission Tab. Do not enter the referral amount in the referral field. ([View Tutorial HERE](#)) and ([View Quick Reference HERE](#))
- **Be sure sales type is set to 'OTHER'.**
- Select the referral checklist and upload any documentation you have in regards to the referral including a copy of the referral commission check.
- Once created, please submit your file for Broker Approval as previously instructed.
- For faster payment processing, upload a copy of the commission check if possible before mailing to address below.
- Ensure the check from the referral party is sent to the following location:

#### **Regular Mail:**

EXP Realty, LLC  
PO Box 413170  
Salt Lake City, UT 84141-3170

#### **Overnight/Fed X:**

Lockbox Services 413170  
EXP Realty, LLC  
260 North Charles Lindbergh Drive  
MAC U1240-02C  
Salt Lake City, UT 84116

### ➤ Commission Payment Processing

- Upon Broker Approval of the file and upload of the check, the referral file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.
- All Referral Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee\*, Broker Review Fee, 5% Equity Stock (if opted in to program).

\*If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.



## Broker Price Opinions (BPOs) Process:

### ➤ **Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:**

- When entering the Property Address please enter "-BPO" after the number and street (i.e. 123 Main St – BPO).
- Enter as much identifiable information as you can including entering the BPO fee amount in the Sale Commission Field on the Commission Tab. Do not enter the BPO amount in the referral field.
- **Be sure sales type is set to 'OTHER'.**
- Select the referral checklist and upload any documentation you have in regards to the BPO.
- Once created, please submit your file for Broker Approval as previously instructed.
- For faster payment processing, upload a copy of the commission check if possible before mailing to address below.
- Ensure the check from the BPO party is sent to the following location:

#### **Regular Mail:**

EXP Realty, LLC  
PO Box 413170  
Salt Lake City, UT 84141-3170

#### **Overnight/Fed X:**

Lockbox Services 413170  
EXP Realty, LLC  
260 North Charles Lindbergh Drive  
MAC U1240-02C  
Salt Lake City, UT 84116

### ➤ **Commission Payment Processing**

- Upon Broker Approval of the file and upload of the check, the BPO file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.
- All BPO Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee\*, 5% Equity Stock (if opted in to program).

\*If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.



## Miscellaneous Transaction Process: (Retainer/Marketing/Buyer Agency Fees)

### ➤ **Create your transaction in SkySlope using the same process as outlined for a sale transaction with the following modifications:**

- Enter as much identifiable information as you can, including entering the fee in the Sale Commission Field on the Commission Tab. Do not enter the fee amount in the referral field.
- **Be sure sales type is set to 'OTHER'.**
- Select the referral checklist and upload any documentation you have in regards to the Fee including a copy of the check.
- Once created, please submit your file for Broker Approval as previously instructed.
- For faster payment processing, upload a copy of the commission check if possible before mailing to address below.
- **Ensure the check from the paying party is sent to the following location:**

#### **Regular Mail:**

EXP Realty, LLC  
PO Box 413170  
Salt Lake City, UT 84141-3170

#### **Overnight/Fed X:**

Lockbox Services 413170  
EXP Realty, LLC  
260 North Charles Lindbergh Drive  
MAC U1240-02C  
Salt Lake City, UT 84116

### ➤ **Commission Payment Processing**

- Upon Broker Approval of the file and upload of the check, the file will be settled and archived in Skyslope.
- Payment will be initiated via Direct Deposit within 1-2 business days of receipt of the check.
- All Miscellaneous Transactions are subject to the following fees/deductions: Company Share of 20% or Capped transaction Fee\*, 5% Equity Stock (if opted in to program)

\*If commission is less than \$1,250, capped transaction fee will be assessed as 20% of the commission rather than \$250.



# Transaction Quick Reference Guide

## eXp Realty Commission Check Address List:

<p><b>Regular Mail</b>  <b>EXP Realty, LLC - Western States</b>            PO Box 413154            Salt Lake City, UT 84141-3154</p> <p><b>Overnight / Fed X</b>            EXP Realty, LLC - WEST            Lockbox 413154            260 North Charles Lindbergh Dr            MAC U1240-02C            Salt Lake City, UT 84116</p>	<p><b>Current States</b>            AK, AZ, CO, HI,            ID, MT, NM, NV,            OR, WA, UT WY</p>	<p><b>Regular Mail</b>  <b>EXP Realty of California, Inc</b>            PO Box 413158            Salt Lake City, UT 84141-3158</p> <p><b>Overnight / Fed X</b>            EXP Realty of California, Inc            Lockbox 413158            260 North Charles Lindbergh Dr            MAC U1240-02C            Salt Lake City, UT 84116</p>	<p><b>Current States</b>            CA</p>
<p><b>Regular Mail</b>  <b>EXP Realty, LLC - Eastern States</b>            PO Box 603506            Charlotte, NC 28260-3506</p> <p><b>Overnight / Fed X</b>            EXP Realty, LLC - East            Lock Box 603506            1525 West W.T Harris Blvd - 2C2            Charlotte, NC 28262</p>	<p><b>Current States</b>            AL, AR, DE, FL,            GA, IA, IL, IN,            KS,KY, LA, MD,            MA, ME,MI, MN,            MS, MO, NE, NH,            HJ, HY, SD, NC,            OH, OK, PA, RI,            SC, TN, VA, VT,            WI, WV, WDC</p>	<p><b>Regular Mail</b>  <b>EXP Realty of Connecticut, LLC</b>            PO Box 603510            Charlotte, NC 28260-3510</p> <p><b>Overnight/ Fed X</b>            EXP Realty of Connecticut, LLC            Lock Box 603510            1525 West W.T Harris Blvd - 2C2            Charlotte, NC 28262</p>	<p><b>Current States</b>            CT</p>
<p><b>Regular Mail</b>  <b>EXP Realty, LLC - Texas</b>            PO Box 207182            Dallas, TX 75320.7185</p> <p><b>Overnight / Fed X</b>            Lockbox Services 207182            EXP Realty, LLC - Texas            2975 Regent Blvd            Irving, TX 75063</p>	<p><b>Current States</b>            TX</p>	<p><b>Regular Mail</b>  <b>EXP Realty Associates, LLC</b>            PO Box 603515            Charlotte, NC 28262</p> <p><b>Overnight/ Fed X</b>            EXP Realty Associates, LLC            Lock Box 603515            1525 West W.T Harris Blvd - 2C2            Charlotte, NC 28262</p>	<p><b>Current States</b>            LA</p>
<p><b>Regular Mail</b>  <b>EXP Realty North, LLC</b>            PO Box 41182            Salt Lake City, UT 84141-3182</p> <p><b>Overnight / Fed X</b>            Lockbox Services 413182            EXP Realty North, LLC            260 North Charles Lindbergh Dr            MAC U1240-02C            Salt Lake City, UT 84116</p>	<p><b>Current States</b>            ND</p>	<p><b>Regular Mail</b>  <b>EXP Realty, LLC - Western States</b>            PO Box 413154            Salt Lake City, UT 84141-3170</p> <p><b>Overnight / Fed X</b>            EXP Realty, LLC - WEST            Lockbox Services 413154            260 North Charles Lindbergh Dr            MAC U1240-02C            Salt Lake City, UT 84116</p>	<p><b>Current States</b>            Rental            Referral            BPO</p>