

Welcome New Florida Agents. Enclosed is all of your Florida Agent Information

EXP REALTY LLC - PERTINENT INFORMATION, ADDRESSES, BROKER/BROKERAGE LICENSE INFORMATION, TRAINING, PROPER COMMUNICATION CHANNELS "FUNNELS OF COMMUNICATION," AND MORE...

****FLORIDA CONCIERGE OPEN DAILY Mon-Fri 9:00 AM to 5:00 PM (EST) for all related matters eXp (State Specific). Walk-ins are welcomed.**

****While in eXp World: GO TO > US Broker State Rooms > Florida *****

Using your [FUNNELS OF COMMUNICATIONS](#) are highly recommended when you are not in eXp world.

TUESDAY MEETING/CLASS LINE-UP

ALL HELD IN THE Florida Auditorium. GO TO > US BROKER STATE ROOMS > FL

- **FL Agent-Broker Exchange: Tuesday Mornings | 8:45 AM-9:30 AM (EST) - Florida Auditorium**
- **State Meeting: Tuesday Mornings | 9:30 AM-10:00 AM (EST) - Florida Auditorium**
- **New Agent Orientation: Tuesday Mornings | 10:00 AM - 11:00 (EST) - Florida Auditorium**

THURSDAY SKILL ENHANCEMENT LINE-UP

ALL HELD IN THE Florida Auditorium. GO TO > US BROKER STATE ROOMS > FL

- **CCS & TSS AGENT-EXCHANGE: Thursday Mornings: 9:00 AM- 10:00 AM (EST) (Meet with Contract Compliance Specialist & Transaction Settlement Specialist - Open question forum)**
- **CONTRACT SERIES: 10:30 AM (EST)**
- **SKYSLOPE SERIES: 2:00 PM (EST)**
- **SUCCESS SERIES: 3:30 (EST)**

FRIDAY CLASS LINE-UP

ALL HELD IN THE Florida Auditorium. GO TO > US BROKER STATE ROOMS > FL

- **2nd Friday: 10:00 AM EST to Noon. New Agent eX-Celerator - Module 1**
- **4th Friday: 10:00 to 11:00 AM (EST) New Agent eX-Celerator - Module 2**

ADDITIONAL TRAINING AND SKILL BUILDING CALENDARS

- [Link to our eXp Realty Events Calendar/EXP University](#)
 - [Link to our Florida Training Calendar](#)

Florida Corporate Address: (This address IS NOT to be used as an agent's mailing address!)

10752 DEERWOOD PARK BLVD, SUITE 100

JACKSONVILLE, FL 32256

**AGENTS STATE HELP PHONE NUMBER #: (888) 883-8509 ext.145 AGENT Hotline, and
general public, ext. (888) 883-8509 101 **(leave voice message only).

Fax # **: (941) 203-8633 (This is for eXp Realty LLC documents). If you need a document faxed and use this number, **Please make sure the sender identifies who the agent is. We will have a 24-hour turnaround response to agents' fax.

BROKER WEEKEND OVERWATCH

There is a Broker on over-watch every weekend for emergencies needing Broker attention: Please use one of these [FUNNELS OF COMMUNICATION](#). For the quickest response, send to **FL.Broker@exprealty.net****** or call (888)883.8509 ext. 145 ****

Together WE grow! [Link to FLORIDA Policy and Procedures](#).**

LICENSING INFORMATION FOR THE STATE OF FLORIDA

- [Corp. License: CQ1037043](#)
- Company NRDS: 026101094
- [State Broker License: BK3228393 - Hanan Shahin](#)
- State Broker NRDS: 495501136 - Hanan Shahin
- In a pinch, both license numbers can be found relatively easily on the DBPR site, myfloridalicense.com.
- ****[EIN:20-8369429](#) ** [Company W-9](#)** (company W-9 it can also be found in Skyslope)
- MLS ID: depends on which MLS you belong to! Check your MLS profile.
- [E&O Insurance](#)

HUD SITE: www.hudhomestore.gov Please register your agent account (top right corner of the website) at hudhomestore.gov and use broker information secondary before submitting bids.

- ****NAID#: EXPRLT9430 (FOR HUD sales) ****

MAILING ADDRESSES:

****ALL Checks MUST be Written to eXp Realty, LLC ONLY. ****

That includes commission checks for SALES transactions, Rental, Referral, Warranty and BPO payments, ETC...

MAILING ADDRESS:

EXP Realty LLC

PO Box 947854

Atlanta, GA 30394-7854

OVERNIGHT EXPRESS ADDRESS/Not USPS:

Lockbox Services #947854

EXP Realty LLC

LBX # 947854

3585 Atlanta Ave. Hapeville, GA 30354

- ****These addresses will be located on the Disbursement Authorization (DA). Still, we suggest you double-check with closing agents, lawyers, referring companies, etc. before they mail the check to the wrong address! ****
- *****We cannot accept any checks except those made to eXp Realty LLC. *****
- **AT PRESENT-We are NOT set up for wire transfers. Please obtain checks only!**

ELECTRONIC SIGNATURE REQUESTS - THIS MUST BE FOLLOWED TO ELIMINATE DELAYS!

To have documents signed by the State Broker (Hanan Shahin), prepare the form and send it through an electronic signature platform (such as DigiSign, Form Simplicity, TransactionDesk, or whichever you use).

SEND TO: FL.SIGN@EXPREALTY.NET..... E-SIGN READY!

WHERE TO SEND YOUR BROKER DOCUMENTS AND OTHER QUESTIONS?

"FUNNELS OF COMMUNICATION"

*****Always go there first, prior to reaching out to any individual staff member*****

- **Broker-related questions or Contract Clarity Questions (MB/DMB):**
FL.Broker@exprealty.net
- **General questions; Onboarding/Offboarding / MLS / IDX **questions**
(Administrative Support Coordinators): ***** FL.Admin@exprealty.net

- **Signing docs by Broker: E-Sign ready: (Hanan Shahin): Sent to FL.Sign@exprealty.net **ONLY!****

Transaction and Disbursement Authorization(DA) Questions

- **INDIVIDUAL AGENTS, send to Transaction Settlement Specialist (TSS):**
FL.Transactions@exprealty.net
- **Transaction and DA Questions for AGENTS on TEAMS (Teams TSS):**
FL.TeamTransactions@exprealty.net
- **Recognized Team Structure or Team ICA questions (Team Services):**
FL.Teams@exprealty.net

Onboarding to eXp questions (ASC/Transitions):

FL.Onboarding@exprealty.net OR FL.Admin@exprealty.net

Skyslope and Contract Compliance Specialist support (CCS):

- **FL.Contracts@exprealty.net**

Submitting Marketing for review and approval:

Send to a photo to **Marketing@exprealty.net and FL.Broker@exprealty.net**

More Florida Resource Links:

- **[Your FL Resource Guide](#)**
- **[Forms & Required Documents](#)**
 - **[Agent Briefcase](#)**
- **[Florida Agent Resource Website](#)**
- **[Florida Past Monthly Newsletters](#)**
 - **[Florida Resource Library](#)**

Congratulations and Welcome to eXp Realty LLC

THANK YOU! YOUR FLORIDA BROKER & SUPPORT TEAM!