

**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](http://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](http://www.hudhomestore.gov) Please register your agent account (top right corner of the website) at [hudhomestore.gov](http://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!**

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**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](mailto:FL.SIGN@EXPREALTY.NET)..... E-SIGN READY!**

**WHERE TO SEND YOUR BROKER DOCUMENTS AND OTHER QUESTIONS?**

**"FUNNELS OF COMMUNICATION"**

**\*\*\*\*Alway 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](mailto:FL.Broker@exprealty.net)**
- **General questions; Onboarding/Offboarding / MLS / IDX \*\*questions  
(Administrative Support Coordinators): \*\*\*\*\*[FL.Admin@exprealty.net](mailto:FL.Admin@exprealty.net)**

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

**Transaction and Disbursement Authorization(DA) Questions**

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

**Onboarding to eXp questions (ASC/Transitions):**

[FL.Onboarding@exprealty.net](mailto:FL.Onboarding@exprealty.net) OR [FL.Admin@exprealty.net](mailto:FL.Admin@exprealty.net)

**Skyslope and Contract Compliance Specialist support (CCS):**

- [FL.Contracts@exprealty.net](mailto:FL.Contracts@exprealty.net)

**Submitting Marketing for review and approval:**

Send to a photo to \*[Marketing@exprealty.net](mailto:Marketing@exprealty.net)\* and [FL.Broker@exprealty.net](mailto: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!***