



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



The banner features the exp REALTY logo on the left, the text "SOUTH CAROLINA BROKER TEAM" in the center, and the South Carolina state flag on the right. Below the text are three portraits of team members with their names and titles.

exp
REALTY

SOUTH CAROLINA BROKER TEAM



Philip Black
Designated Managing Broker

Sandy Fay-Wotherspoon
Managing Broker

Athena Barnhart
Managing Broker

Keith Atkisson
Managing Broker



Philip Black

Designated Managing Broker
NAID # XPRLTY9431
SC license # 65214
NC license # 164144
eXp Tax EIN: 20-8369429
Philip.Black@eXpRealty.net

Rock Hill Office Code: 23792
SC Agents Only
331 E Main St 200 #222,
Rock Hill, SC 29730

Bluffton Office Code: 26860
110 Traders Cross STE 109
Bluffton, SC 29909

Sandy Fay-Wotherspoon

Managing Broker
SC license # 102186
NC license # 295740
Sandy.Fay-Wotherspoon@eXpRealty.net

Rock Hill Office-NC Agents Only
331 E Main St 200 #222,
Rock Hill, SC 29730

Greenville Office Code: 18022
220 North Main St. Suite 542,
Greenville SC 29601

Athena Barnhart

Managing Broker
SC license # 92942
GA license # 404649
Athena.Barnhart@eXpRealty.net

Columbia Office Code: 24135
1320 Main Street, Suite 335
Columbia, SC 29201
Atlanta Office Code: 25947
(GA/SC Dual Licensed Agents Only)
1230 Peachtree St NE, 19th Fl,
Atlanta, GA 30309
Myrtle Beach Office Code:25443
1000 2nd Ave S, Ste 300 #316
N Myrtle Beach, SC 29582

Keith Atkisson

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

Charleston Office Code: 21374
170 Meeting Street, Suite 304
Charleston, SC 29401

**Upload Buyer Agency Docs
prior to buyer choosing
property here:
[Pre-Contract Upload](#)**

**Agent Resource Library
[HERE](#)**

We also have two NC offices with SC Licensees-

- 3440 TORINGDON WAY SUITE 205, CHARLOTTE, NC 28277 - Courtney Thomas BIC
- 106 LANGTREE VILLAGE DR, SUITE 301, MOORESVILLE, NC 28117 - Philip Black BIC

Our South Carolina Staff

Shaelyn Dunkin	Transaction Settlement Manager
Robin Hedrick	Broker Transaction Analyst
Russ Kral	Broker Transaction Analyst
Summer Rice	Broker Transaction Analyst/MB
Maria Broome	Broker Transaction Analyst
Nelli Wabe	Administrative Support Analyst
Laurie Sambenedetto	Administrative Support Analyst



Funnels of Communication

Phone Number: 888-440-2798
Broker: SC.Broker@eXpRealty.net
SC Concierge: SC.ExpertCare@eXpRealty.net
Compliance: SC.Contracts@eXpRealty.net
Transactions-Individuals SC.Transactions@eXpRealty.net
Transactions-Teams: SC.TeamTransactions@eXpRealty.net

ATLANTA OFFICE

eXp Realty LLC - Office Code 25947

This office is for dual licensed GA/SC agents who are members of Greater Augusta MLS.

Athena Barnhart, Managing Broker/BIC

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

BALLANTYNE OFFICE

eXp Realty LLC - Office Code 24111

Courtney Thomas, Managing Broker/BIC

3440 Toringdon WAY, Suite 205, Charlotte, NC 28277

BLUFFTON/HILTON HEAD OFFICE

eXp Realty, LLC - Office Code 26860

Philip Black, Designated Managing Broker/BIC

110 Traders Cross Ste 109, Bluffton, SC 29909

CHARLESTON OFFICE

eXp Realty LLC - Office Code 21374
Keith Atkisson, Managing Broker/BIC
170 Meeting St., Suite 304, Charleston, SC 29401

COLUMBIA OFFICE

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

GREENVILLE OFFICE

eXp Realty, LLC - Office Code 18022
Sandy Fay-Wotherspoon, Managing Broker/BIC
220 North Main St., Suite 542, Greenville, SC 29601

N. MYRTLE BEACH OFFICE

eXp Realty, LLC - Office Code 25443
Athena Barnhart, Managing Broker/BIC
1000 2nd Ave S Ste 300 #316, N Myrtle Beach, SC 29582

ROCK HILL OFFICE

eXp Realty, LLC - Office Code 23792
Philip Black, Designated Managing Broker/BIC - SC Primary/NC Secondary agents
Sandy Fay-Wotherspoon, Managing Broker - NC Primary/SC Secondary agents
331 E Main Street, Suite 200 (#222), Rock Hill, 29730

Administrative Support Analysts

Our Administrative Support Analysts (ASA) are responsible for assisting the Broker Team with day-to-day operations.

South Carolina Administrative Support Analysts



Nelli Wabe
nelly.wabe@exprealty.net
Offboarding
Referral Agents
LLR/Laser Audits
Weekly Newsletter



Laurie Sambenedetto
laurie.sambenedetto@exprealty.net
Onboarding
Mentor Pairing
MLS/Association Audits
State Meeting/Recordings



Broker Transaction Analyst

Our Broker Transaction Analyst (BTA) team reviews your files in Skyslope and makes 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.



ROBIN HEDRICK



RUSS KRAL



SUMMER RICE



MARIA BROOME

YOUR SOUTH BROKER TRANSACTION TEAM

File Review ◊ Proper Use of Forms ◊ State Compliance ◊ Approve for Payment

Broker World Floor Hours
Monday - Friday 8:30am-4pm

SLACK Or Email
sc.contracts@exprealty.net



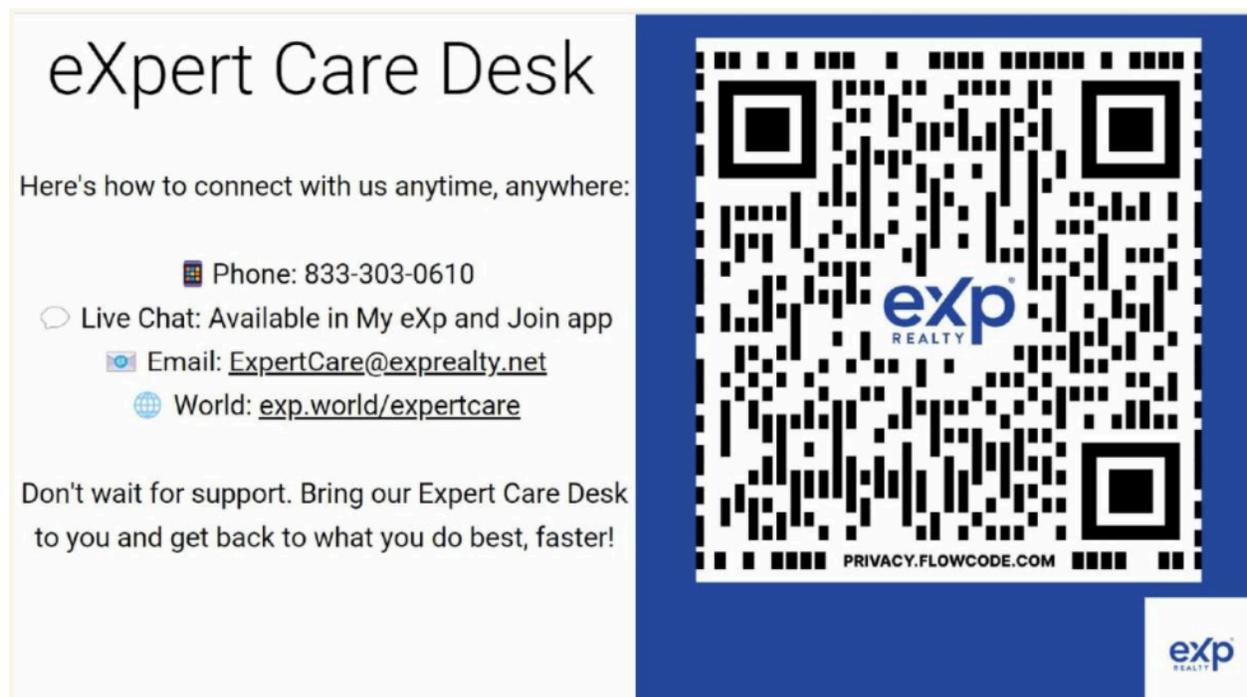
Transaction Settlement Analysts

Our Transaction Settlement Analysts 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! You can reach out to them at 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.



The image is a promotional graphic for the eXpert Care Desk. It features a white background on the left with contact information and a blue background on the right with a large QR code. The QR code contains the eXp REALTY logo and the URL PRIVACY.FLOWCODE.COM. The eXp REALTY logo is also present in the bottom right corner of the graphic.

eXpert Care Desk

Here's how to connect with us anytime, anywhere:

- Phone: 833-303-0610
- Live Chat: Available in My eXp and Join app
- Email: ExpertCare@exprealty.net
- World: exp.world/expertcare

Don't wait for support. Bring our Expert Care Desk to you and get back to what you do best, faster!

PRIVACY.FLOWCODE.COM

exp
REALTY

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 8:30-9:30 am All agents are expected to join this meeting <u>SC Auditorium</u> (SC Conference Hall on mobile)</p>	<p><u>Wednesday's</u></p> <p>Skyslope Class - 8:30-9:30 am <u>SC Auditorium</u> (SC Conference Hall on mobile)</p>
<p>Contract Class 9:45-10:45 am After the SC State Meeting <u>SC Auditorium</u> (SC Conference Hall on mobile)</p>	<p><u>Thursday's</u></p> <p>Real Talk 9:30-10:30 am Google Meet http://meet.google.com/rpa-dzrp-rzs</p>
<p><u>1st & 3rd Tuesday of every month</u> New to eXp SC Orientation 8:30-9:30 am <u>SC Auditorium</u> (SC Conference Hall on mobile)</p>	<p><u>Friday's</u></p> <p>Professional Development 8:30-9:30 am <u>SC Auditorium</u> (SC Conference Hall on mobile)</p>

Where can I find past state meetings and trainings?

[South Carolina Training Hub](#)

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!

Slack:

Slack 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 STATE HUB](#)

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: [SC State Weekly Newsletter 2025](#)

eXpToolkits: <https://landing.exprealty.com/toolkits>

Is there training for a new agent to eXp?

Yes, there is! eXp has Agent Essentials 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 Agent Essentials Training Auditorium [HERE](#). You can also access on-demand Agent Essentials 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 to eXp SC 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, a 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](#) - see chart below



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	Charleston	Columbia	Greenville	Rock Hill	Myrtle Beach
Charleston	Charleston	Aiken	Consolidated	Canopy	Consolidated
Consolidated	Coastal	Greenville	Cherokee	Consolidated	Coastal
Hilton Head	Consolidated	Consolidated	Greenville		Pee Dee
Low Country	CHS Comm	Charleston	Greenwood		
	Greenville	Palmetto	Spartanburg		
	Hilton Head	Sumter	Western Upstate		
	Low Country	Western Upstate			
	Sumter	Coastal			
	Pee Dee				

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 with the SC Association of Realtors can be accessed here: <https://screaltors.org/secondarymembership/>

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 the 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 Slack message 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 offboarding process to be finalized.

Onboarding

How do I transfer my license to eXp (STATE)?

☰ STEP 5A: TRANSFER/REACTIVATE/NEWLY LICENSED SC INSTRUCTIONS

I just got licensed! What are my next steps?

☰ STEP 5B and STEP 5C: Join an MLS & Board

Who can I contact to check on my onboarding status?

For new agents inquiring about the onboarding status, please email sc.broker@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.broker@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](#)

[New to eXp Agent 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 established 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 SC AAC?



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?

Find your state's Mailing address [HERE](#)

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. You can email them at sc.transactions@exprealty.net or visit them in [eXp.World/expertCare](https://www.exp.world/expertcare)

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 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 [Agent Essentials 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.