



VIRGINIA AGENT FAQ

Your guide to everything eXp VA!*

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.

Virginia Information & Contacts

How do I find the Virginia Broker Room?

Our Virginia 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 > (Virginia) Broker Room.

Or use the direct link [HERE](#) to bypass the welcome area!

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

Broker Team



[Debbie Baxter](#)
Designated
Managing Broker
703-898-0863



[Chris Whicker](#)
Managing Broker
804-944-2032



[Allen Stewart](#)
Managing Broker
540-202-5880

Firm License Number 0226023254

Broker License Number 0225258454

HUD/NAID Number EXPRLT9446

Main Office Address: 1320 Central Park Blvd, Suite 200, Fredericksburg, VA 22401

Office number: 866-825-7169

Administrative Support Analysts

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



[Rafael Navarro](#)

ASA

564-219-4210



[Angie Melvin](#)

ASA

902-812-4290

Broker Transaction Analysts

Our Broker Transaction 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.



[Steve Beer](#)

Lead CCA, MB



[Dona Hill](#)

CCA, MB

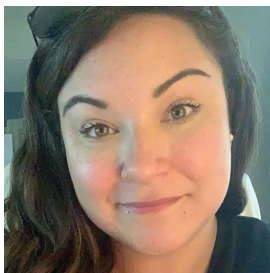


[Kenny Banks](#)

CCA

Transaction Settlement Analyst

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!



[Breia Greer-Martinez](#)

TSA



[Andrea Cantrell](#)

TSA



[Yania Fernandez](#)

TSA

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.

Phone: (833)303-0610

Email: ExpertCare@exprealty.net

eXp.World: <https://exp.world/expertcare>

AssiVirginiaance in multiple languages available!

Virginia Resources, Trainings

When are the Virginia meetings and trainings?

Click [HERE](#) to find our next Virginia training. They will be listed in the right hand column of the calendar.

Where else can I find Virginia resources, updates, and information?

Since eXp is a cloud brokerage we have created several avenues for you to get connected and Virginiaay up to date. Below are just some of the ways to stay connected!

Virginia Self Help Room: [LINK TO YOUR Virginia SELF HELP ROOM HERE](#)

Virginia Virginia Website: [LINK TO YOUR Virginia WEBSITE HERE](#)

Virginia Resource Guide: [LINK TO Virginia RESOURCE GUIDE](#)

eXp Virginia Newsletters: [Link to VA Newsletters](#)

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 Virginiaarted tab.

Click [HERE](#) to find the next class. *También los tenemos en español!*

For Virginia specific training

our Virginia Orientation is held 1st and 3rd Tuesday of the month 9am EST in exp.world [Go to Auditorium](#)

VA State Meeting is held 2nd and 4th Tuesday of the month at 9am EST [Go to Auditorium](#)

Rookie Roundtable is every 1st and 3rd Thursday of the month at 11am EST check calendar as location can change from Zoom to eXp.World

What are the Virginia policies and procedures?

[Virginia P & P](#)

Licensing

Please go to [DPOR](#) for any Virginia 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 VA.broker@exprealty.net **AND** marketing@exprealty.net

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

Yes an agent can use a DBA, it is on the license transfer/application form. Usually it is either a nickname or a shorter version of the full name, such as first and last name.

MLS/Associations

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

VIEW LIST OF VIRGINIA [MLS/ASSOCIATIONS HERE](#)

Virginia Board of Realtors Legal Hotline

Virginia.org

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 VA..broker@exprealty.net with your name, and official offboard date.
- Send a Slack chat to your Virginia Broker or ASA with your email, and official offboard date.

Your Virginia 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 (Virginia)?

[Online License Transfer DPOR](#)

I just got licensed! What are my next Steps?

Notify the VA broker team by emailing VA.Broker@exprealty.net

Who can I contact to check on my onboarding status?

[Alison Scott](#)

For anything not covered in this Virginia-specific section, please see below.

US Agent Center Onboarding Website [HERE](#)

ALMOVirginia everything you need to know about onboarding with eXp.
See below for Virginia specific information and inVirginiaructions.

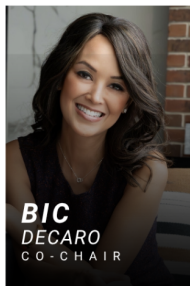
Virginia Agent Advisory Council

What is the Virginia 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.

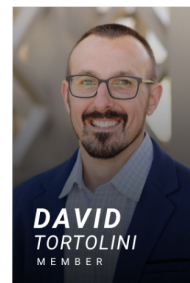
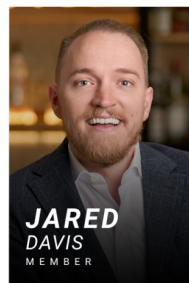
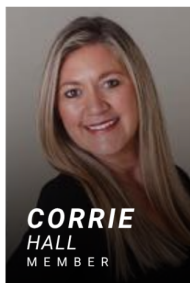
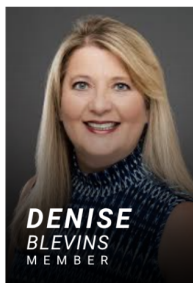
Who is on the (Virginia) AAC?



MEET YOUR AGENT ADVISORY COUNCIL

VIRGINIA

The Agent Advisory Council (AAC) was created to ensure that the "Voice of the Agent" is represented as eXp Realty continues to evolve as the most agent-centric real estate brokerage company 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?

Commission, Rental, BPOs and referral checks should be sent to the addresses listed below:

(Commission - Regular Mail)

eXp Realty, LLC

PO Box 716426

Philadelphia, PA 19171-6426

(Overnight and FedEx)

eXp Realty, LLC

Lockbox Services #716462

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 VA.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?

Skyslope under my documents VA

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 LiVirginiaing/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?

This would depend on what MLS you are a member of

Can my commission be paid to my LLC?

Yes, you will need a Business Entity License

What does it mean to be a (SINGLE CHECK) Virginia?

Single Check: *The commission is paid directly to the to eXp Realty and then the brokerage pays the agent via direct deposit. This is Virginia specific and if you are not sure about your Virginia - please check with your Virginia broker team.*

For anything not covered in this Virginia-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 Virginia-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 Virginia frequently asked questions.