NEW JERSEY AGENT FAQ

Your guide to everything eXp NJ!*

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.

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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 > New Jersey Broker Room.

Or use the direct link **New Jersey Broker Room** to bypass the welcome area!

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

Broker Team

State Office Information
eXp Realty
28 Valley Road, Suite 1
Montclair, NJ 07042
Office Phone: 866-201-6210
NJ Real Estate License #: 1008064 (Brokerage)

Email: **NJ.Broker@eXpRealty.net**
Contact: **https://bit.ly/eXpNJBrokerHelp**



Jeffrey Kist, Designated Managing Broker
Broker of Record (lic # 1327494)

Managing Brokers



Andy Obeid



Cheryl Cook



Nick Nowak



Wendy Burney

Revision Date: 9/1/2026

Administrative Support Analysts

The Administrative Support Analyst (ASA) supports the Broker Team's daily operations, overseeing state licensing transfers, REALTOR® Association memberships, MLS provisioning, and offboarding workflows.



BJ Edan, Administrative Support Sr. Analyst

Glenda "Glendz" Bejemino, Administrative Support Analyst



Andrea Ravenwood, Administrative Support Analyst

Broker Transaction Analyst

Our Broker Transaction Analyst (BTA) 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.



Abbe Nadelburg, Broker Transaction Analyst



Rosario Panzarella, Broker Transaction Analyst / Managing Broker

Transaction Analysts (TA)

NJ.Transactions@eXpRealty.net

Our Transaction Analyst staff 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 My eXp. They help get you paid!

For questions regarding issuing Commission Disbursement Authorizations, and status of commission payments.

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: NJ.eXpertCare@eXpRealty.net
eXp.World: https://exp.world/expertcare
Toolkit: https://exptoolkit.com/expertcare
Assistance in multiple languages available!

State Resources, Trainings

When are the state meetings and trainings?

New Jersey State Meetings are Thursdays at 9 a.m. followed by a training topic. Meetings & Trainings are held in the eXp World NJ Auditorium. Click **HERE** to find our next state training.

Where can I find past state meetings and trainings?

Recordings of past NJ State Meetings & Trainings can be found on the NJ Agent Center, **HERE**.

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!

HUB: HUB is our communication and resource hub. This is where all state updates, news, and alerts will be shared. Check here daily for the most up to date knowledge.

- **HUB Official eXp New Jersey Group** *(Click HERE to learn about HUB)*

NJ Agent Center Website: NJ State Website
Weekly eXp Realty NJ Newsletters Sent weekly to your inbox
eXp NJ Past Newsletters: eXp NJ Past Newsletters
NJ Self Help Room: NJ Self Help Room

Is there training for an agent new to eXp Realty?

Yes, there is! All agents new to eXp Realty should complete the following two trainings:

New Jersey Agent Orientation held on demand, located in the NJ Agent Center. This orientation is designed to get new agents to eXp Realty and/or New Jersey started quickly. It is also appropriate for mentors of New Jersey agents and for those agents who need or want a refresher.

Yes, there is! Get the schedule HERE! These classes cover everything an agent needs to know to get started.

What are the state policies and procedures?

NJ State Policies and Procedures are located on the NJ Agent Center Website.

Licensing

Please go to **NJ Licensing Website** or email **relic@dobi.nj.gov** for any state licensing questions you may have. Check **New Jersey Licensing FAQs**.

Marketing

Do I need advertising approval?

Yes! Please send all advertising and marketing materials for approval ***prior to printing*** to **nj.broker@exprealty.net**.

What are the advertising and marketing requirements?

An overview of NJ Marketing Compliance and Training Course on Advertising in NJ can be found on the NJ Agent Center Website.

Can I use an alias? *(For example, middle name or a nickname)*
Per the NJREC 11:5-6.1(b) : "**All advertising** by a referral agent, a salesperson or a broker-salesperson **shall include the name in which they are licensed and the** regular business name of the individual, partnership, **firm** or corporate broker **through whom they are licensed.**"

You can use a nickname along with the legal name in which you are licensed. So if your name is Joseph, but you go by Joe, then you would write Joseph "Joe" Smith.

Important Mailing & Advertising Address Requirement

When advertising, sending mailers, or providing an office mailing address, agents must include "eXp Realty" in the address whenever using a Regus office location, including the Montclair address. Regus locations operate as Commercial Mail Receiving Agencies (CMRAs) and may refuse mail that is addressed only to an individual without the associated business name. To help ensure mail is properly accepted and delivered, always include eXp Realty in the address.

Correct Example: Jamie Powell eXp Realty 28 Valley Rd, Ste 1, Montclair, NJ 07042
Incorrect Example: Jamie Powell 28 Valley Rd, Ste 1, Montclair, NJ 07042

Failure to include eXp Realty may result in delayed, returned, or rejected mail.

Meet C.A.R.L.O

C.A.R.L.O, your, your Comprehensive Advertising Review Logic Operator, is a powerful AI-powered interface designed to assist in the review of your marketing materials.

Customized for each state's specific advertising regulations, you can upload copies of your business cards, signs, flyers, social media profiles, and more to ensure you are meeting your state standards.

The output will show you whether your materials are approved or exactly what you need to fix, but the best part is that the report will also go to your State Broker Team so they can review and assist as necessary.

Go to CARLO.exprealty.com and sign up using your email address.

FAQ:
https://docs.google.com/document/d/1INdcEVFhfo8jN29bPv_WwFrvGwVIpOn1THaL0ziW08U/edit?usp=sharing

Video:
https://drive.google.com/file/d/1srRvkuhUrkHWfF1uHl0icVH2zuPp-Qls/view?usp=sharing

MLS/REALTOR Associations

Which MLSes is eXp Realty in NJ?

All NJ Agents must be a member of a REALTOR Board Association before they can obtain MLS membership.

All Jersey MLS
https://alljerseymls.com/

- Coverage Area: Middlesex County
- To join AJMLS, please email nj.broker@exprealty.com to ask for a form. YOU MUST BE A MEMBER OF A NJ REALTOR BOARD FIRST

- **Bright MLS**
  www.BrightMLS.com
  - Coverage Area: Burlington, Camden, Cumberland, Gloucester, Mercer, and Salem Counties in NJ
  - Broker Code: EXPREAL1
  - Must have a separate account for each state licensed
- **Cape May County MLS**
  https://capemay.paragonrels.com/ParagonLS/Default.mvc/Login
  - Coverage Area: Cape May County except Ocean City
  - Office Code: 768
- **Garden State MLS**
  https://mls.gsmls.com/member/
  - Coverage Area: Essex, Hunterdon, Morris, Passaic, Somerset, Sussex, Union, and Warren Counties
  - Office Code: 5028
- **Hudson County MLS-**
  https://hudson.paragonrels.com/ParagonLS/Default.mvc/Login
  - Coverage Area: Hudson County (except Kearny, Harrison, and East Newark)
  - Office Code: 6078
- **Monmouth Ocean Regional MLS**
  https://www.monmouthoceanrealtors.com/pages/join-mormls/
  - Coverage Area: Monmouth and Ocean Counties
  - Office Code 3318
- **New Jersey MLS**
  New Jersey MLS
  - Coverage Area: Bergen, Essex, and Passaic Counties and part of Hudson County (Kearny, Harrison, and East Newark)
  - Office Code: 2847
- **South Jersey Shore Regional MLS**
  https://sjsr.paragonrels.com/ParagonLS/Default.mvc/Login

    - Coverage Area: Atlantic County including Ocean City
    - Office Code: 2864

What REALTOR Associations is eXp Realty a part of in NJ?

eXp Realty requires its agents to hold membership in the National Association of Realtors and subscribe to the Realtor Code of Ethics.

We hold membership in 14 local Realtor boards: **You will find pre-printed and pre-signed membership forms here.**

- **Atlantic City & County Board of Realtors**
  https://acrealestate.org/
    - Coverage Area: Atlantic County
- **Cape May County Association of Realtors**
  http://cmcar.org/
    - Coverage area: Cape May County
- **Cumberland County Board of Realtors**
  http://www.ccbor.com/
    - Coverage area: Cumberland County
- **Gloucester Salem Counties Board of Realtors**
  http://www.gscbor.com/
    - Coverage area: Gloucester and Salem Counties
- **Greater Bergen Association of Realtors**
  https://www.greaterbergenrealtors.com/
    - Coverage area: Bergen County
- **Liberty Board of Realtors**
  https://www.libertyboardofrealtors.com/
    - Coverage area: Hudson County
    - To join Liberty Board of Realtors, visit https://www.libertyboardofrealtors.com/. Click Members Only. Enter KIST as the username and 6078 as the password and complete the application.
- ***Mid Jersey Association of Realtors***
    - Coverage area: Hunterdon, Mercer, and Somerset Counties/Middlesex County
    - To join Mid Jersey Association of Realtors, visit https://midjerseyaor.com/
    - eXp Realty Office Location: Montclair (Main Office)
- **Monmouth Ocean Regional Realtors**
  http://morr.realtor/
    - Coverage area: Monmouth and Ocean Counties
- **Nexus Association of Realtors**
  http://www.nexusaor.com/
    - Coverage area: Burlington, Camden, and Ocean Counties

- **North Central Jersey Association of Realtors (our Primary Board)**
  https://ncjar.com/
    - Coverage area: Essex, Morris, Passaic, Union
- **Ocean City Board of Realtors**
  https://www.ocbor.com/
    - *Coverage Area: Ocean City*
- **Sussex County Association of Realtors**
  http://scarnj.com/
    - Coverage area: Sussex County
- **Warren County Board of Realtors**
  http://www.warrenboard.com/
    - *Coverage Area: Warren County*

eXp Realty agents licensed in multiple states will hold a primary membership in one state and secondary membership in additional states. Primary or Secondary REALTOR membership is required in New Jersey.

How to Join or Transfer a Realtor Board or Join a MLS

Please visit our Realtor Board and MLS folder for the instructions and pre-printed paperwork. Please do not obtain the paperwork directly from the Board or MLS.

Office Locations / Regus

In NJ, only licensed offices can be used in marketing, meeting clients, and Google Business Profiles.

As an eXp Realty agent, you have access to use the Regus membership lounges for free. This is a shared space for you to work quietly, answer emails, and prepare paperwork. The membership lounges are not a place to have meetings of any kind. Scanning, printing, and shipping services are available and paid directly to the Regus location.

To utilize this benefit, please complete the opt-in form here: https://app.hellosign.com/s/e167bd77. The only Regus location licensed as a real estate office where you can meet clients is in Montclair, but it is not open on weekends. To meet a client in the Montclair Regus, please book and pay for a meeting room at regus.com. The other locations are not currently licensed as real estate offices and cannot be used to meet clients.

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 **nj.broker@exprealty.net** with your name, and official offboard date.
- Your state team will reach out via email with additional information needed and 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 New Jersey?

1. **For applicants that do not have a NJ license yet (passed their exam only).**
    - Applicants need a completed eXp Realty application and signed ICA. Once the Agent Transitions Team completes their short, mandatory application/document review, we send applicant NJ new license instructions.

    1.1 Please email/forward your original Pass Sheets in PDF format.

    1.2 Please reply back with a photo of your Photo ID. It can be a Passport or the front of a Driver's License

    1.3 Please make sure you took the correct fingerprints for NJ Real Estate Sales/Brokers/Salesperson. The correct Service Code for Real Estate fingerprints is: 2F1FTK and the Contributor's Case # is REBSL.

    NOTE: If you need information on fingerprinting: **NJ Real Estate Commission Fingerprint Information Page**. **The state will only activate a new license after they receive the correct, required fingerprints from the vendor electronically (IdentoGo is the vendor and they send the fingerprint information to the state).**

The state requires a fee of $160 to activate your license for as Salesperson and $270 for a Broker Salesperson, which may be paid by credit card electronically to the state or you may need to mail your application to the state (we will give you instructions first if you need to mail your application away.) **After we receive your Pass Sheet, we will check if the state will allow us to process your NJ new license application fee via their online system or if they request a paper application to the state submitted by mail from you.**

After the NJ Real Estate Commission receives your payment, your license should be activated by them within 15-30 business days (most likely much sooner).

After You Are Licensed, here are required fees: Once your license is active, please be prepared to join a Realtor® Board within **5 business days** of receiving your license (you will need to send the **REALTOR® Board Association receipt** to the Managing Brokers at **nj.broker@exprealty.net** within 5 business days of receiving your NJ Real Estate License) and one MLS at the approximate annual cost of at least $700 payable to the REALTOR® Board and MLS. Please also be prepared to pay your eXp Realty application fee of $149 and your subsequent monthly fee of $85 Note: Your $149 includes your first month's $85 cloud brokerage fee.

IF YOU HAVE A REAL ESTATE LICENSE IN OTHER STATES, PLEASE LET US KNOW. You will be required to hold secondary NJ REALTOR® membership in NJ within 5 business days of receiving your NJ license.

2. **For Agents who have an NJ License but still with the Current Broker**
    - Agents need a completed eXp Realty application and signed ICA. Once the Agent Transitions Team completes their short, mandatory application/document review, we send the agent an email

1.1 When you receive the email from us that we are ready to hang your license, the next step is to speak with your current broker and provide a letter of resignation with an "effective date" of resignation, requesting the release of your license to the New Jersey Real Estate Commission (NJREC).

1.2 Please then reply directly to our email once your NJ license has been officially released and we will hang your license with eXp. Your current Broker is required to inform you when your license has officially been released. This is not an automated process and we do not get notified when your license is released, so please send us an email when you know your license has been officially released so that we know.

1.3 In the meantime, please reply to this email and confirm with us which NJ REALTOR® Board AND which MLS(s) you belong to so that we can send you the link with preprinted transfer paperwork so that you can easily transfer your Board and MLS(s) once your license is with eXp.

Please Reply with with confirmation of:
MY NJ REALTOR BOARD WILL BE:
MY NJ MLS WILL BE:

IMPORTANT: If you have any active listings or pending contracts with your current broker, please let us know immediately. To transfer an active listing, please have this form completed for each listing. To transfer a pending sales contract, please have this form completed for each contract. It is important that all contracts be transferred as you cannot work for two brokers simultaneously.

PLEASE ALSO NOTE: Agents cannot lease their own office space without permission from the designated Managing Broker

ALSO: If you are currently working with clients ready to list, buy, or lease real estate, please remember that everything you do in real estate is on behalf of your broker and brokerage and you should first ask your current broker to release the clients to you and eXp.

IF YOU HAVE A REAL ESTATE LICENSE IN OTHER STATES, PLEASE LET US KNOW.

3. **For Agents that are licensed and their license is ready to be hung with eXp Realty** (meaning their license is released from their current Broker and they do not need any Continuing Education).
    - We hang their license with eXp Realty and send them their welcome email.

I just got licensed! What are my next steps?

1. Join Your Realtor Board. If you are already a member in good standing of a Realtor Board, please transfer your REALTOR® Board membership.

2. Attend the Required New Jersey State Orientation (Mandatory) on-demand in the NJ Agent Center under "Additional State Training Classes". This is for everyone regardless of how long you have practiced real estate.

3. Visit and Bookmark the **New Jersey Agent Center** <<<here you will find NJ state information, internal resources (like our NJ Policies & Procedures, recordings of State Meetings and Trainings, and past NJ email newsletters). Almost everything you need to know can be found inside this website! Note: Internal resources will be available as soon as your eXp profile is activated.

4. Stay plugged into your NJ State Group on HUB. **HUB Official eXp New Jersey Group**

5. **ALL MARKETING NEEDS TO FIRST BE APPROVED BY THE MANAGING BROKERS. EMAIL MARKETING DRAFTS to: nj.broker@eXpRealty.net. THIS IS FOR BUSINESS**

CARDS, SIGNS, FLYERS ETC. THEY MUST BE APPROVED FIRST BEFORE YOU ORDER THEM. See Marketing Questions for more information.

6. **Update your email signature.** Be sure to include eXp Realty (or the logo), your name as it appears on your license (nicknames must be in quotes), the office phone number 866-201-6210, and your cell phone number labeled as Cell or Mobile. This is a New Jersey State requirement.

Who can I contact to check on my onboarding status?

Once your application is complete and the Agent Transitions Team has completed their mandatory application/document review, you will receive an email with instructions/information. You can reply to that email with any questions regarding your onboarding status. You can also always reach out to your NJ State Broker Team at **nj.broker@exprealty.net**

Are there any state-specific resources for an onboarding agent?

Yes, there is! Visit and Bookmark the **New Jersey Agent Center** <<<here you will find NJ state information, internal resources (like our NJ policies & procedures and training & processes guide) and contact information. Almost everything you need to know can be found inside this website! Note: Internal resources will be available as soon as your eXp profile is activated.

Here Is The Link to Download The PrePrinted, **ALREADY SIGNED** by the Designated Manager Forms: CLICK > **REALTOR® Board and MLS Pre-printed and Pre-signed forms** <<< Realtor Board and MLS forms do **NOT** go to eXp Realty, they go to the respective REALTOR® Board and MLS.

We also have a NJ State Monthly Calendar with dates of NJ Training and State Meetings that is posted in the NJ HUB Group and in the Weekly Email.

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.

Revision Date: 9/1/2026

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 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 New Jersey AAC?



HelenAnn Lloyd - Chair



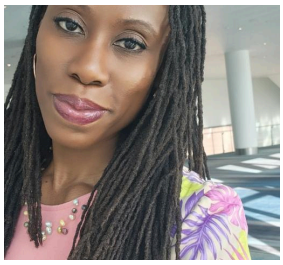
Luz “Didi” Roca - Vice Chair



Brett Sikora



Elizabeth Page



Michelle Burroughs

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

Where do I have my commission checks mailed to?

Regular Mail
EXP Realty, LLC, PO Box 787962, Philadelphia, PA 19178-7962

Do not mail checks to the Montclair address

Payments may be made to eXp Realty via ACH for **lease commission payments** only (not sale commissions, sale deposits, security deposits, or money due landlords or other brokers). See exptoolkit.com/exp-pay for the information needed to send to the payee.

Revision Date: 9/1/2026

Where do I send documents that need the Broker's signature?

Please send via electronic signature program to **nj.broker@exprealty.net**

Who do I reach out to about my Commission Disbursement Authorization (CDA)?

This is what your Transaction Analysts handle. Click **HERE** to be taken up to their contact information.

Where do I find contracts and forms?

All forms for listings and transactions are found at forms.skyslope.com.

Key Libraries You Need:

- eXp Realty USA - Broker Library
- eXp New Jersey - Broker Library (Contact expertcare@exprealty.net if you need access)
- New Jersey REALTORS® Add NJR Library with access code: NJR10496! (You must include the !)

The checklist of forms needed for listings, transactions, and various situations can be found HERE.

What required documents do I need to have in my files?

Please see the **Compliance Checklists Link** for the required documents

How to use NTN: National Tenant Network (Tenant Screening)

It is important that when landlord's screen tenant applicants, they do so in a NTN's resident screening reports will help landlord's identify whether an applicant is likely to be a good tenant or a problem tenant. They maintain the largest resident history database in the country and are able to create customized analyses of the screening results for each of our subscribers. If a landlord chooses to use NTN to screen tenants, provide each applicant with our company link: https://secure2.ntnonline.com/securelease/default.cfm?propcode=EXP28&unit=11597. Each adult applicant will be charged $40 (as of June 1, 2020).

IMPORTANT: Tenant Screening and NJ Fair Chance in Housing Act
Due to the NJ Fair Chance in Housing Act, which began January 1, 2022, The initial application a tenant completes will not include criminal history. Once an applicant is conditionally approved, the landlord can then request a criminal background check. If a criminal background check is

done for one applicant, it must be done for all applicants who were conditionally approved. After an applicant completes an application, complete and submit the new report retrieval form by email to orders@ntnnj.com. You will be sent an email to access the report to share with the landlord using your email address and the passcode you put on the retrieval form. If follow-up by phone is necessary, you can reach NTN at (800) 422-8299.

Can my commission be paid to my LLC?

The NJREC opened the registration portal allowing agents to be paid their commission from eXp Realty to any entity permitted by law.

Agents can now change their direct deposit information with us along with a copy of their registration with the NJREC.

If you are interested in updating your direct deposit information, follow these steps:

- Complete this registration form with the NJREC
- Submit to them from the NJ Department of Treasury the entities Standing Certificate and certified copy of the Certificate of Formation in New Jersey (or a Certificate of Authority to transact business in New Jersey if formed in another state)
- Pay the $50 process fee by credit card to the NJREC
- Email a copy of the registration confirmation from the NJREC to NJ.ExpertCare@eXpRealty.net.
- Submit a direct deposit update in myeXp (through the app or my.exprealty.com)
  The NJ Broker Team cannot update your banking information, please follow the steps in your myeXp account.

NOTE: The licensee must own the entity and be a single owner/ member.

Only one entity is permitted by each licensee which means licensees cannot share entities for commission payments.

How Do I get started with HUD? What's the eXp Realty NAID #?

When submitting offers on a HUD property, agents must first be registered under eXp Realty's broker account as a Bidder. Please email NJ.Broker@eXpRealty.net to request access. For reference, the NJ Principal Broker's NAID # is **EXPRLT9434**. The current certification expiration date if needed is **10/21/2025**. Jeffrey Kist signs all HUD contracts and they will be sent to him automatically by HUD. A broker authorization form is not required.

What does it mean to be a Single Check/Split Check state?

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

Split Check: The title company or closing attorney can pay the agent directly. The closing company will create 2 checks, one for eXp and one for the agent or agents involved. Once the transaction has closed the title company or closing attorney will provide you with your commission check. This is state specific and if you are not sure about your state - please check with your state broker team.

For anything not covered in this state-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 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.

eXp Realty Toolkits HERE

All the resources you need to power your real estate business in one convenient spot.