



OREGON AGENT FAQ

Your guide to everything eXp OR!*

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 > Oregon Broker Room.

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

*****IMPORTANT: DO NOT leave the web page if you are in queue to speak to someone, this will remove you from the waitlist.***

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

	Amy Logue Designated Managing Broker	John Ford Broker Transaction Analyst/Managing Broker	Kara Schaffnit Administrative Support Sr. Analyst
	Ted Morrow Managing Broker	Shannon Mason Broker Transaction Analyst/Managing Broker	Melissa Everhart Administrative Support Analyst
	Korrina Junge Managing Broker		

Office Hours
Monday - Friday: 9am - 4pm

Phone
888-814-9613

Email
or.broker@exprealty.net

License #
201001030

HUD NAID #
EXPRLT9438



Broker Team

 Amy Logue Designated Managing Broker	 Ted Morrow Managing Broker	 Korrina Junge Managing Broker
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✉ OR.Broker@exprealty.net 📞 888-814-9613 ✉ OR.Broker@expcommercial.com

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RBN License #201001030 - eXp Realty, LLC

eXp Realty Tax ID# 20-8369429 (a copy of the W-9 is in skyslope)

HUD #EXPRLT9438

Manufactured Homes in Parks License: MSD936

State Brokerage Address: 4800 SW Meadows Rd. Suite 300, Lake Oswego, OR 97035

Administrative Support Analysts

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



Kara Schaffnit
Administrative Support Sr. Analyst



Melissa Everhart
Administrative Support Analyst

 or.broker@exprealty.net

 or.broker@expreferral.com  or.broker@expcommercial.com

Broker Transaction Analysts, MB | or.broker@exprealty.net

Our Broker Transaction Analysts (BTA) 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.



John Ford
Broker Transaction Analyst/
Managing Broker



Shannon Mason
Broker Transaction Analyst/
Managing Broker

Transaction Settlement Analysts | or.broker@exprealty.net

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!

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.

 or.expertcare@exprealty.net

Phone: (833)303-0610

Email: ExpertCare@exprealty.net

eXp.World: [HERE](#)

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.

Where can I find past state meetings and trainings?

[Oregon Video Library](#)

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: We have moved to slack as of **Aug 1, 2025**

Sign up link: <https://exp-agent-community.slack.com/join/signup#/domain-signup>

Toolkit: <https://exptoolkit.com/slack>

Training Event: <https://eventscalendar.exprealty.com/event/slack-101-training-exp-community>

Oregon Self Help Room: [Linked Here](#)

Oregon State Website: [Linked Here](#)

Oregon Resource Guide: [Linked Here](#)
eXp Oregon Past Newsletters: [Linked Here](#)

Is there training for an agent new to eXp?

Yes, there is! eXp has a 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 on the 1st and 3rd Monday of the month, at 12pm in the Conference Hall. [Room located here.](#)

What are the state policies and procedures?

[Oregon State P&P](#)

Licensing

Please go to OREA for any state licensing questions you may have. [Oregon licensing linked here.](#)

Marketing

Oregon's New Advertising Rules - As of Jan 1st 2021

Oregon has a new set of advertising rules that were put into effect on January 1, 2021. What are the key changes? Check out OREA new episode which provides a summary of the new changes in the latest episode of the [Legal Brief. Advertising OAR 863-015-0125](#)

Do I need advertising approval?

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

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

Agents can use a derivative of first name, they can not also use a derivative of middle name as a first name. When the last name is hyphenated, allows use of the last of the hyphenated names to be used (i.e. Smith-Brown, agent may go by "Brown"). Agents can use a nickname as long as the legal name is also included. Agents may use an alternate name in advertising as long as it is registered with OREA.

Google Business Account

eXp Realty, LLC's official registered business address in the State of Oregon is 4800 SW Meadows Rd. Suite 300, Lake Oswego, OR 97035.

Any OR eXp Agents may use that address for sales and listing contracts to identify the business address for eXp Realty, LLC. In several regions, you may be using a local MLS office address that is different from the registered business address - which is acceptable.

What is not acceptable is to use the registered business address of eXp Realty, LLC for personal business use such as receiving mail, google business accounts, etc.

If you need the E&O insurance for your Google Business Account, you can find it [linked HERE](#).

MLS/Associations

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

[Linked Here](#)

(OR) Legal Hotline

You must first receive your personal authorization identification number by completing and submitting the Legal Hotline Application and Memorandum of Understanding. Forms are available at www.oregonrealtors.org/legal.

Hotline access is open to all REALTOR® members.

The Oregon REALTORS® Legal Hotline is designed to answer your legal questions about many of the diversified areas of today's real estate industry. This service is provided not only as a member benefit, but also as a method of improving the professionalism of REALTORS® and the Oregon real estate industry.

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 OR.broker@exprealty.net with your name, and official offboard date.
- Send a Slack chat 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 offboard process to be finalized.

Onboarding

How do I transfer my license to eXp Oregon?

Only Principal Brokers and Property Managers have the authority to add or remove licensees. Brokers do not have access or ability and must request to be transferred by a Principal Broker. Licensees may not transfer themselves. For new applicants being transferred, the Agency must review the application before final licensure. This typically occurs within 1-2 business days and the license is backdated to the date all required steps are complete. (For security purposes, the pictures below do not contain any licensee information that would normally display) Further information from the state can be obtained [HERE](#).

- [Consent to transfer license to eXp Realty, LLC Oregon.](#)
- [Consent to transfer license to eXp Referral Division](#)
- [Consent to transfer license to eXp Commercial, LLC Oregon](#)

I just got licensed! What are my next steps?

[Oregon Checklist - PDF](#)

Welcome Email

Who can I contact to check on my onboarding status?

Email: or.broker@exprealty.net

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

[Oregon Checklist - PDF](#)

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 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 Oregon 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?

Regular mail	Overnight Mail
#1044 EXP Realty LLC. PO Box 35143 Seattle, WA 98124-5143	LOCKBOX SERVICES BOX #1044 EXP Realty LLC 18035 Sperry Drive Tukwila, WA 98188

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

Please send via electronic signature program to OR.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?

Purchase OREF forms - Start at: <https://orefonline.com/shop/> and follow the step-by-step instructions on how to do this. Forms are \$89/year

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

Managing Your Referrals

[FAQ](#)

[Overview](#)

Where do I send rejected offers?

Email to: OregonOffice@skyslope.com if you are representing buyers.

For Listings: Upload them into the rejected offers checklist tab in your listing in the skyslope file.

Can my commission be paid to my LLC?

Solo agents may be paid to their LLC. Companies must be registered with the State. Agent must be an authorized signer for the Entity.

What does it mean to be a split check state?

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 [Agent Essentials 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.