



DELAWARE AGENT FAQ

Your guide to everything eXp DE!*

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 > (STATE) 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



Michael Haritos, Designated Managing Broker
de.broker@exprealty.net

Main Office:

Broker License RB0030946

Brokerage License # RM-0000534

144 Kings Highway, Suite 301, Dover, DE 19901

Office: 888-543-4829

HUD NAID #: EXPRLT9454

Administrative Support Analysts

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



Shannon Mayes, ASA
shannon.mayes@exprealty.net



Mirasol Federico
mirasol.federico@exprealty.net

Broker Transaction Analyst

Our Broker Transaction Analyst 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.



JT Takacs

jt.takacs@exprealty.net

Transaction Settlement Analysts

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!

Email: de.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.

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.

Where can I find past state meetings and trainings?

[DE 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:

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.

Slack State Channel: [#us-corp-delaware-state-group](#)

Delaware State Website: <https://us.exprealty.com/states/delaware/>

Is there training for an agent new 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 every other Monday (same days at state meetings) at noon.

What are the state policies and procedures?

[DE P&P](#)

Licensing

Please go to [DELPROS](#) 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 de.broker@exprealty.net .

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

<https://dpr.delaware.gov/boards/realestate/ressalesperson/>

MLS/Associations

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

[BRIGHT MLS](#)

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 de.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 DE?

BROKER TRANSFER INSTRUCTIONS

STEP 1:

PRINT AND COMPLETE "Transfer Form"

[Click Here to Download.](#)

IMPORTANT: Add your name and all other required information. Main Office location is: 144 Kings Highway, Suite 301, Dover, DE, 19901 -----> Broker License# for Dover Office is RB-0030946
Please note that *branch* offices are privately owned. Send any other documents requiring eXp broker signature to DE.BROKER@EXPREALTY.NET.

STEP 2:

COMPLETE "Current Broker of Record" section of Transfer form.

IMPORTANT: THIS MUST BE SIGNED BY YOUR BROKER! Send it to your current broker for sign-off.

STEP 3:

LOG INTO DELPROS AND SUBMIT A REQUEST TO TRANSFER YOUR LICENSE

You will need to access your DELPROS account. (If you do not have an account you may need to create one.)

LOGIN HERE> https://delpros.delaware.gov/oh_communitieslogin

- CLICK "Service Request" from the navigation bar at the top of the page.
- CLICK "Apply for New Service Request"
- Follow the dropdown menus to select your license and request a transfer.
- Upload the appropriate documents to Delpros as instructed.
- Print and save the transfer confirmation.

You may need the following information for your online request:

eXp DE Broker of Record: Michael Haritos

Broker Email: de.broker@exprealty.net

Main Office: 144 Kings Hwy, Suite 301, Dover, DE 19901

Office License: RM-0000534

Broker License: RB-0030946

STEP 4:

SUBMIT YOUR TRANSFER DOCUMENTS (the same documents you loaded into DELPROS and the copy of the confirmation) TO EXP. Email to de.broker@exprealty.net. You will not be advanced to the next onboarding steps (eXp email address, forms, database, etc...) with eXp until you email us your paperwork.

STEP 5: FINAL STEP!!!

ONCE YOU RECEIVE NOTICE FROM THE COMMISSION THAT THE TRANSFER IS COMPLETE, LOG BACK INTO DELPROS AND DOWNLOAD A COPY OF YOUR LICENSE AND EMAIL TO EXP (DE.BROKER@EXPREALTY.NET) By law we are required to have a copy of your license on file.

If you do not see progress with your transfer online and/or receive any communications from the Real Estate Commission please reach out to them at 302-744-4500 or Customerservice.dpr@delaware.gov to follow up.

Further information about licensing can be found on the DE Real Estate Commission's website [here](#).

I just got licensed! What are my next steps?

Submit your license application to the DE Real Estate Commission via your [DELPROS](#) login.

You'll need the following information for your application:

eXp DE Broker of Record: Michael Haritos

Broker Email: de.broker@exprealty.net

Main Office: 144 Kings Hwy, Suite 301, Dover, DE 19901

Office License: RM-0000534

Broker License: **RB-0031425**

1- CREATE AN ACCOUNT ON DELPROS.

2- Select **APPLY FOR NEW LICENSE** AND PROCEED TO APPLICATION

3- **SELECT A PROFESSION** (REAL ESTATE) **SELECT A LICENSE** (SALESPERSON)

4- ANSWER QUESTIONS, APPLICATION TYPE IS EXAMINATION IF YOU HAVE NOT BEEN LICENSED PREVIOUSLY.

5- ADD/OR VERIFY YOUR INFORMATION, CLICK BOTH BOXES FOR PUBLIC ADDRESS, AND MAILING ADDRESS -----> 144 KINGS HIGHWAY, SUITE 301, DOVER, DE, 19901.

6- THIRD BOX FOR BROKER'S ADDRESS -----> EXP Realty, 144 Kings Highway, Suite 301, Dover, DE 19901 -----> SAVE AND CONTINUE

7- ADD YOUR EDUCATION AND BROKER OF RECORD INFORMATION (for Broker information, type in "Michael" and select ----> **MICHAEL HARITOS, RB-0031425, Broker** Add today's date for start date.

8- Next section.... Answer ALL questions.

9- Next section... ATTACHMENTS. Upload the required forms and SAVE. You'll need this signed and completed [Statement from Employing Broker of Record \(click here\)](#). IMPORTANT: Please note that *branch* offices are privately owned.

10-REVIEW AND SUBMIT. Be sure to print out a copy of your application confirmation.

11-Please submit to DE.BROKER@EXPREALTY.NET copies of all documents loaded into DELPROS, so that WE know you made an application. Also send us a copy of the confirmation notice for our records.

12-Once your license is issued by the Real Estate Commission, please forward a copy to DE.BROKER@EXPREALTY.NET and your file will be moved to the next step in onboarding.

QUESTIONS? DE.BROKER@EXPREALTY.NET

Please note that the DE Commission only meets once per month (2nd Thursday) to approve applications. Also, due to complications with the transition to DELPROS the Real Estate Commission is incredibly behind on processing applications. Please note the process is typically estimated to take up to 6 weeks but is currently taking significantly longer. If you do not see progress with your application online and/or receive any communications from the Real Estate Commission please reach out to them at 302-744-4500 or customerservice.dpr@delaware.gov to follow up.

You'll find more information and detailed instructions about licensing on the DE Real Estate Commission's website [here](#). Also, you'll find answers to many frequently asked questions [here](#).

Who can I contact to check on my onboarding status?

Shannon Mayes, ASA
shannon.mayes@exprealty.net

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

N/A

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 (STATE) AAC?

Your State Agent Advisory Council is composed of Kyle Lounsbury, Laura Diaz, and Sharon Stewart.

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 de.broker@exprealty.net
Broker's name needs to be Michael Haritos.

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?

All forms are in Skyslope under Working Documents>Office Documents> Delaware folder

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?

See checklist in Skyslope.

Can my commission be paid to my LLC?

YES

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.