

# *better* AGENT **EX**PERIENCE

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## TRANSITIONING AGENT Process - Joining eXp UTAH

### **Steps involved to associate your real estate license with eXp Realty**

1. Complete the eXp Application and Independent Contractor Agreement (ICA)
2. Assign your Brokerage Affiliation with your States Division of Real Estate
3. Join and/or assign your Brokerage Affiliation with your local Board of Realtors.
4. Join and/or assign your Brokerage Affiliation with your Membership to your areas MLS.

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### **1. COMPLETE THE EXP APPLICATION AND INDEPENDENT CONTRACTOR AGREEMENT (ICA)**

\*eXp provides multiple resources during the onboarding process:

- The Agent Transitions (onboarding) department in eXp World
- A Personal Concierge
- An Onboarding GRADUATING CLASS SPECIFIC Workplace Group
- And [support@exprealty.com](mailto:support@exprealty.com)

## CHECKLIST:

[ ] Watch this short video tutorial of the [eXp application process](#)

[ ] Review [eXp's join checklist](#).

[ ] Complete [application to join eXp Realty](#). THIS DOES NOT MOVE YOUR LICENSE. Nor will your current Broker be notified.

\*Make sure you are clear on who you are naming as your SPONSOR. This cannot be changed later.

[ ] Sign ICA (Independent Contractor Agreement) This is part of the joining application process and done electronically.

\*A copy will be sent to you after completing the join application.

[ ] Set up your new eXp email - This step must be completed to onboard (You will receive an email. Subject: Activate Your eXp Realty Email Address)

## FEES ASSOCIATED WITH EXP REALTY:

- ALL Individuals are on an 80/20 Split.

\*CAP = \$16K \*There are different splits for [TEAMS](#)

- \$149 One-Time Start-up fee

- \$85 monthly Brokerage fee which covers all tools and technology.

- Transactional Fees:

- \$25 Broker Review Fee

- \$40 E&O Insurance - CAPS at \$500

## HELPFUL LINKS:

[Templates of emails](#) you will receive from eXp during the Transition Process.

[Check Onboarding Status](#) \*You will receive a Personal Code once you complete the eXp Application.

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## **2. ASSIGN YOUR BROKERAGE AFFILIATION WITH YOUR STATES DIVISION OF REAL ESTATE**

Utah Division of Real Estate  
160 East 300 South  
801-530-6747  
[realestate@utah.gov](mailto:realestate@utah.gov)

## CHECKLIST:

[ ] Switch Brokerage affiliation with the Division. Login to [RELMS](#)

Once logged in scroll to the bottom and select Change Your Affiliation/View Pending Change

- a. If you are on the Wasatch Front: **EXP REALTY License # 9856926-CN00 OGDEN, UT**
- b. **If you are in Washington or Iron Counties: EXP REALTY, LLC (Southern Utah) #10432874-BO00**

After you select the office, then scroll down and Acknowledge/Accept

[ ] Required by DRE - [Complete the Mandatory Real Estate Course](#) - Take once every license renewal cycle.

## HELPFUL LINKS:

[Utah Division of Real Estate](#)

[How to Renew your License](#)

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## 3. JOIN AND/OR ASSIGN YOUR BROKERAGE AFFILIATION WITH YOUR LOCAL BOARD OF REALTORS

\*The info below is for joining the Salt Lake Board of Realtors. [Contact info for other Boards within Utah.](#)

Salt Lake Board of Realtors

230 W. Towne Ridge Parkway Suite 200  
Sandy, Utah 84070

Member Services Hours: 8:30 a.m.-4:45 p.m.  
General Hours of Operation: 8:30 a.m.-5 p.m.  
801.542.8840

Membership Director | Nicole Dee | 801-542-8855 | [nicole@slrealtors.com](mailto:nicole@slrealtors.com)

## CHECKLIST:

[ ] [Change Broker affiliation with the Board](#)

Brokerage = EXP Realty, Ogden  
Broker = Kristin Perkins

## FEES ASSOCIATED WITH SALT LAKE BOARD OF REALTORS:

Annual Realtor® dues are \$895 and are billed in May. Please plan ahead so you can make one full payment (no installment plans).

Dues paid by June 30th: On Time

Dues paid by July 31st: Within Grace Period – No Late Fee

Dues paid after July 31st: Late – Membership Expired (\$350 Re-entry Fee)

## LINKS FOR OTHER BOARD OF REALTORS WITHIN UTAH:

[Find Boards associated with your County](#) *Click on your County for more information about the local board/association.*

[Contact Utah Association of Realtors](#)

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## **4. JOIN AND/OR ASSIGN YOUR BROKERAGE AFFILIATION WITH YOUR MEMBERSHIP TO YOUR AREAS MLS.**

Salt Lake Board of REALTORS®  
230 W. Towne Ridge Parkway, Suite 200  
Sandy, UT 84070  
Phone: (801) 542-8840

## CHECKLIST:

[ ] Complete [WFRMLS](#) change form. Sign In --> Account Settings --> View Profile --> Change Request Form

- You will need the following info when filling out the New Member Form:

- Office name = EXP Realty, Ogden
- Office ID: 70819
- Broker: Kristin Perkins

- MAKE SURE YOU SELECT "Add/Edit Own Listings" under LISTING INPUT PERMISSIONS section.

- This form requires Broker's signature. Kristin Perkins / 801-4996087 / [ut.broker@exprealty.com](mailto:ut.broker@exprealty.com)

## FEES ASSOCIATED WITH SALT LAKE BOARD OF REALTORS:

Monthly Auto Pay (12 payments) = \$42

Annual Auto Pay (1 payment) = \$480

*Team*  
**LIMITLESS**

[BetterAgentEXperience.com](http://BetterAgentEXperience.com)