



## eXp Realty - Yukon Policies and Procedures

While everyone is expected to adhere to the eXp Realty Canada Policies and Procedures, there are certain province specific requirements that must be met. This document outlines the items with reference to our detailed Standard Operating Procedures should you have questions about how to operate within the framework of [Yukon Real Estate Association](#).

Any province-specific policies and procedures, if applicable, will be a critical part of these eXp P&Ps and, to the extent it is inconsistent with these eXp P&Ps, the applicable province-specific policies and procedures supersedes these eXp P&Ps.

*eXp Realty reserves the right to revise this Policy and Procedure Manual at any time. Agents are encouraged to review this document regularly for revisions.*

**Let us all be the models of the eXp Core Values.**

## Our Core Values



## GLOSSARY

- ASA: Administrative Support Analyst
- COE D: Center of Excellence Director
- CRA: Canada Revenue Agency
- CRB: Contract Review Broker
- CREA: Canadian Real Estate Association
- DMB: Designated Managing Broker
- MB: Managing Broker
- Prof Corp: Professional Real Estate Corporation
- TA: Transaction Analyst
- YREA: Yukon Real Estate Association

## CONTACT INFORMATION

During business hours, please contact your Saskatchewan Broker Team via email at [yk.broker@exprealty.net](mailto:yk.broker@exprealty.net). You can also use workplace chat anytime!

Name & Associated branch	Title	Email	Associated Office Address	Phone
<a href="#">Jake Siemens</a>	Designated Managing Broker	<a href="mailto:yk.broker@exprealty.net">yk.broker@exprealty.net</a>	510 Wood St, Whitehorse, Yukon 1YA 2G1	(905) 247-3779
<a href="#">Brittany Widrig</a>	Managing Broker/Real Estate Agent	<a href="mailto:brittany.widrig@exprealty.net">brittany.widrig@exprealty.net</a>		
Transactions	Transaction Analyst	<a href="mailto:yktransations@exprealty.net">yktransations@exprealty.net</a>	N/A	N/A
Listings	Listing Analyst	<a href="mailto:yklistings@exprealty.net">yklistings@exprealty.net</a>	N/A	N/A
Payouts	Payout Analyst	<a href="mailto:ykpayouts@exprealty.net">ykpayouts@exprealty.net</a>	N/A	N/A

For eXp Resources and Company information on demand, please visit our eXp Realty [national website](#) & provincial page.

You can visit your eXp Realty YK Staff in [eXp World](#).

Our officially registered brokerage name in Yukon is: *eXp Realty inc*  
This is what should be used on all contracts, websites, and marketing materials.

## **TEAM POLICIES & ADDENDUMS**

Currently there are no separate bylaws or regulations for real estate team leaders or team members in Yukon. Visit your local regulator's site and always keep up to date on the provincial and national laws and regulations.

## **RECORDS MANAGEMENT**

Good record keeping is essential for privacy & protection of both agents & clients. Agents are required to properly submit all listing & transaction related paperwork/documentation through our transaction management system (Skyslope) immediately upon execution. In no case should your paperwork be submitted more than 2 business days after execution. Click [HERE](#)

Please also refer to the National Laws and regulations and/or eXp National Policies and Procedures. You can also find information here.

## **PROPERTY MANAGEMENT**

Property management is not supported by eXp Realty in Yukon at this time. Please refer to the National Laws and Regulations and/or eXp National Policies & Procedures.

## **PROFESSIONAL CORPORATIONS FOR AGENTS (Prof Corps)**

on how to register a Prof Corp in Saskatchewan. Failure to follow the process exactly could result in SREC's denial of a Prof Corp Permit which is required to earn commissions through a Prof

Corp.Agents in Saskatchewan may elect to register a Prof Corp to operate their business and to be paid commissions. The Saskatchewan Real Estate Commission (SREC) provides detailed information [HERE](#)

If you have a Prof Corp you must contact our eXp Business registry team at [CDNregistry@exprealty.net](mailto:CDNregistry@exprealty.net) and provide the required documentation to be held on file and updated annually.

## **COMMUNICATIONS & MEETINGS**

Weekly Yukon Provincial Business Meeting

*Agents are strongly encouraged to attend the weekly meeting. (See provincial Site)*

We hold weekly meetings in eXp World. This meeting is usually around 45 minutes (1 hr max) and we share extremely important information on compliance, policies, market trends, statistics, agent success, collaboration, and we also regularly bring in special guests. Although attendance is not mandatory it is an expectation and we strongly encourage you to attend as many as possible.

## **Provincial Newsletters**

Make sure to watch for (and stay subscribed to) our regular provincial email newsletters. These are sent out several times/month and have links to important information, time sensitive items, and video replays of our weekly meetings and training sessions.

## **IMPORTANT WORKPLACE GROUPS**

[Workplace Chat](#) Group

Be sure to join (and pay attention to) our Yukon workplace group where we regularly post useful information for Yukon agents.

## **OUT OF TOWN OR UNAVAILABLE AGENT**

Must Notify

All Agents MUST notify their Managing Broker (MB) immediately upon receiving:

- Notice of Inquiry or Investigation by any Yukon or governing association.
- Receipt of any demand letter from an attorney, CRA, Sheriff's office
- Receipt of any complaint from SREC, SRA, or CREA
- Requirement to submit responses to DMB before sending a response to any of the above
- Agents are required to supply to the DMB/MB:
  - Detailed Timeline
  - All supporting documentation
  - Written Response

## **ADVERTISING & MARKETING POLICY**

*The advertising rules and requirements are adapted from [CREA](#)*

Visit your local regulator's site and always keep up to date on the provincial and national laws and regulations.

## **EXECUTED PAPERWORK DEADLINES**

All signed paperwork MUST be uploaded to SkySlope within 2 business days of execution.

## **YUKON AGENT RESOURCES WEBSITE**

Our YK Agent resources website is the best place to go when looking for answers to your questions on all things Saskatchewan:

Yukon Agent Centre

## **ADDRESS REQUIREMENTS**

eXp Office addresses are not required to be on marketing material, however if you choose to add an office address it must match the office address that you are registered to with YREA.. That same address must be the address used on all contracts. Our office addresses can be found above in the contact information section. See additional information above [click here](#)

## **BRANCH OFFICE REQUIREMENTS**

If an agent wishes to operate their own branch office they may submit a request to do so to the DMB. eXp Realty has specific requirements for agent applications for branch offices which can be found here (link to eXp branch office Doc).

## **AGENTS UTILIZING PHYSICAL OFFICES**

Currently Yukon does not have physical space for agents to utilize.

## **TRUST ACCOUNT & DEPOSITS**

Note: The agent will be subject to immediate termination if it has been determined that there has been any improper handling of trust funds/monies.

Cash is NOT ACCEPTED for deposits. Personal checks cannot be used in YK. Agents in YK can use bank drafts, e-transfer, wire transfer, online bill payment or the FTNI app.

DO NOT Deposit any monies into trust until you have an ACCEPTED offer.

Handling of Trust Funds/Monies: as stated per the [YREA](#)

Annual Accountant's Report filings are due within 120 days of your brokerage's fiscal year end.

## **COMMISSION ADVANCES**

Yukon Agents are able to request commission advances of up to 80% of eligible commissions through [FRAME](#) advance.

## **LOCAL ASSOCIATIONS / BOARDS & MLS MEMBERSHIP**

To review your local association / boards and MLS membership click the links below to ensure that the information is accurate and up to date.

*YREA - Yukon Real Estate Association*

## **DUES, FEES & NON-PAYMENT**

All association and MLS fees, dues and fines are the responsibility of the real estate agent. Non-payment may result in a termination or separation from eXp along with any other consequences of the regulatory and governmental bodies.

## **Agent Compliance**

### **PROVISIONAL BROKERS or UNIQUE LICENSING STATUS**

All eXp agents in Yukon will be registered with YREA as a Salesperson and or Real Estate Agent (managing broker).

## **SPECIALIZATION**

## **ELECTRONIC SIGNATURES**

[Electronic signatures](#) are permitted in Yukon

See Securities Act of 2011.

## **LICENSED AND UNLICENSED ASSISTANTS**

Agents utilizing a “Licensed” assistant in Yukon means the assistant is also a “Registrant” and therefore follows all the same rules as any other Registrant / agent.

Unlicensed assistants will have to follow specific criteria from the YREA.