

# How to get paid in eXp ZA:

## **Step 1:**

Once you have received your welcome email please send a proof of your banking information to [exprealtyusa@receiptbank.me](mailto:exprealtyusa@receiptbank.me), your profile when then be created by PKF to enable you to receive payments.

If you are registered for VAT, please also send proof of registration to [exprealtyusa@receiptbank.me](mailto:exprealtyusa@receiptbank.me).

## **Step 2:**

When you receive an Offer to Purchase/Rent please proceed to enter the transaction in REP and submit it for review. The Transactional Specialist will review transactions and once they are ready to be invoiced, they will send instructions to PKF to invoice the transaction.

## **Step 3:**

Once payment has been received by eXp the Transactional Specialist will mark the transaction as complete and will submit the Agent commission for payment to PKF. Payment will be made within 48 hours (business days excluding weekends) from receipt of monies.

Please note if compliance documentation is not in place the transaction will not proceed to payment stage and it will not be settled until compliance requirement is met.

If you are registered for VAT you will need to submit a VAT invoice at this stage to receive commission.