

PREMIER COMMUNITY DEVELOPMENT CORPORATION

REQUEST FOR PROPOSAL  
FOR REAL ESTATE  
PROFESSIONAL

The Premier Community Development Corporation is requesting proposals from qualified Real Estate Professional to provide Real Estate Services for a period of three to six months for the Corporation. A detailed scope of services and the general requirements are listed below.

Interested real estate brokers licensed to do business in the State of New Jersey with an understanding of HUD and State funded programs and related federal regulations are invited to submit proposals. Must have working knowledge of HOME program rules and regulations. Must provide history of experience with these programs and fee.

All proposals will be evaluated, rated and ranked in accordance with an evaluation criteria set forth in the proposal. Services will be awarded to qualified and responsible firms whose proposals are the most advantageous to the Corporation.

The Premier Community Development Corporation reserves the right to reject any or all proposals or waive any informality in the proposals. No proposals shall be withdrawn within ten (10) days subsequent to the proposal due date without the consent of the Corporation.

Please submit proposals no later than Monday, May 21, 2018 at 4:00 p.m. to the office located at 510 East Front Street, Plainfield, New Jersey 07060.

All proposals are required to comply with the requirements of PL 1975 C.127 Affirmative Action and Equal Employment Law in accordance with the applicable state and federal regulations.

Georgette Barnes  
EXECUTIVE  
DIRECTOR

EQUAL EMPLOYMENT OPPORTUNITY

## **Scope of Services**

The Premier Community Development Corporation of the City of Plainfield is requesting proposals from Qualified Real Estate Professional to provide general real estate services

**Must have working knowledge of HOME program rules and regulations. Must provide history of experience with these programs and fees.**

### **SECTION 1. Scope of Services -General Services**

The scope of services consists of providing real estate advice, identify homebuyers, and represent seller in all phases of sale of property.

- Prepare and review all real estate documents, agreements and notices.
- Must qualify homebuyer based on HOME income guidelines.
- Confer with and advise staff and consultants on real estate matters, and meet with counselor, if needed, and endeavor to resolve any and all disputes.
- Provide open houses minimum 1 open house per month.
- Provide all services needed to bring property to sale closing.