

PREMIER COMMUNITY DEVELOPMENT CORPORATION

REQUEST FOR QUALIFICATIONS
FOR REAL ESATAE
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 may be obtained from the 510 East Front Street, Plainfield, NJ 07060 between the hours of 9:00 am and 4:00 pm. The telephone of the main office is (908) 339-3928.

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

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 Authority.

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 No proposals shall be withdrawn within ten (10) days subsequent to the proposal due date without the consent of the Corporation.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 Thursday, June 30, 2017 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

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 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.