

Quote Request

REAL ESTATE AGENT

Quotes due May 24, 2016 @ 11:00 am

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

The Housing Authority of the City of Pittsburgh desires to contract with a Real Estate Company or Companies to facilitate the acquisition of various properties. Properties may include vacant lots, single family homes or duplexes, apartments or other structures in neighborhoods throughout the City of Pittsburgh. These properties generally have an assessed value under \$150,000, but in some instances may have higher values. Awarded firm(s) will be responsible for assisting HACP in the acquisition process through various means including but not limited to identifying potential properties on West Penn Multiple Listing Service, identifying and soliciting for potentially available properties through various channels, receiving and reviewing unsolicited offers of properties for sale, completing initial review of potentially available properties from prospective sellers including viewing of the property, managing offers and counter offers associated with the property and providing other services associated with the acquisition (such as coordinating the scheduling of independent inspections, closings, etc.) as necessary.

In addition:

- Firm to provide Agent contract information including phone numbers (office, cell and home) and e-mail address
- Communications to be conducted via meetings, phone, fax and e-mail

Awarded firm(s) will be responsible to provide regular reports to HACP on the progress of potential acquisitions including but not limited to:

- Listings reviewed and Outreach performed
- Listing of all persons contacted regarding specific properties, the properties identified, and the date of contacts
- Listing of all properties viewed and reviewed

***Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or
Debbie.Norkevicius@HACP.org with any questions about the above scope.***

Quote Request

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Commission Fee : \$ _____

Commission Fee (in words) \$ _____
(in words)

Contract award(s) will be based on lowest total bid amount
(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____