



Charter Township of Shelby
Request for Proposal (RFP)
For
Residential Property Real Estate Broker/Agent

Background:

The Charter Township of Shelby is seeking to retain the services of a Real Estate Broker licensed in the State of Michigan for the purposes of the possible listing for sale four (4) vacant residential lots currently owned by the Township.

Submission Requirements:

Interested parties should have experience listing vacant residential land. Agents with knowledge of the local Shelby/Rochester market preferred. A description of each of the parcels is below.

The following items should be included:

1. Copy of the Broker's and listing agent's real estate licenses
2. Itemized listing of all fees and commissions
3. Proof of an Errors and Omissions insurance policy
4. Any and all parties that may be excluded from the listing agreement

Review and Evaluation of the Proposal:

Engagement of a real estate listing agent is contingent upon Township Board approval, and may or may not occur. The Township Board retains the sole discretion to reject any and all proposals for any reason.

All offers to purchase will be considered by the Township Board and the sale of the parcel contingent upon Township Board approval. The Township Board reserves the right to accept or deny any offer to purchase property for any reason at its sole discretion.

Delivery:

Responses shall be mailed or hand delivered in a sealed opaque envelope clearly marked "Residential Property Real Estate Broker/Agent RFP" by Thursday, September 15, 2016 at 2:00 p.m. (EST) to:

Stanley T. Grot, Township Clerk
Charter Township of Shelby
52700 Van Dyke Ave.
Shelby Township, MI 48316

Contact:

For questions, please contact Township Engineer Shannon Filarecki at:

Fazal Khan & Associates, Inc.
43279 Schoenherr Road
Sterling Heights, MI 48313
Office: (586) 739-8007
Fax: (586) 739-6994
shannon@fazalkhan.com