

**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 one (1) single family home currently owned by the Township.

Property Details:

Parcel Number: 23-07-34-102-005

8112 Saint John Street, Shelby Twp., MI 48317 (East off Van Dyke/South of 21 Mile Road).

**Submission Requirements:**

Interested parties should have experience listing single family residential homes.

Agents with knowledge of the local Shelby/Rochester market preferred.

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 Wednesday, August 1st, 2018 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 Treasurer Michael Flynn at:

Charter Township of Shelby Municipal Offices
52700 Van Dyke Avenue
Shelby Township, MI 48316
(586) 731-5145
mflynn@shelbytwp.org