

Request for Qualifications For Licensed Real Estate Sales Associate

A Consortium of non-profits in the Miami-Dade area approved for a grant from HUD is seeking proposals from qualified individuals or firms, to provide real estate acquisition services, both multifamily and single family, in relation to the Neighborhood Stabilization Program 2 (NSP2). In compliance with Federal Regulations, proposals are being requested in an open and competitive process.

Background: A consortium of 6 non-profits and the City of North Miami was awarded \$89,375,000 from U.S. Housing and Urban Development for the Miami Dade NSP Consortium under the Neighborhood Stabilization Program (NSP2), funded through the American Recovery and Reinvestment Act of 2009 (Recovery Act). The Consortium Members include the City of North Miami, Carrfour Supportive Housing, Little Haiti Housing Association, Opa-Locka Community Development Corporation, St John Community Development Corporation, the Urban League of Greater Miami, and Neighborhood Housing of South Florida. The specific request is for the real estate services including but not limited to the following:

- Negotiating Contracts for purchase of foreclosed or short sale properties on behalf of the buyer

Acceptable candidates would possess the following minimum experience:

- Experience in researching and identifying foreclosed properties including finding properties from sources other than traditional sources of MLS listings – both multifamily and single family
- Experience in Negotiating with institutional sellers and short sale sellers to obtain a below market price for property buyers
- Experience in identifying properties with illegal permits and other impediments that would cause a property to have such code violations that rehab cost would exceed the repaired value of the home
- Experience in working with affordable housing

To demonstrate your experience in the area specifically requested, please provide supporting documents that could include:

- List of foreclosed or short sale properties you have negotiated on behalf of the buyer in the North Miami area in the last 6 months. List to include initial offer price and final purchase price as well as the name of the seller and buyer.
 - Document to demonstrate approach to identify foreclosed or short sale properties
 - List of properties specifically in the affordable housing area for which you have been the agent for the last 12 months
 - Written explanation of how an “illegal” structure would be identified on a property listed for sale
 - List of institutional sellers with whom you have negotiated for the purchase of a foreclosed property
 - Written process of how you would assign “as improve value” to a home purchased for rehab and sale.
- Acceptable candidates would possess the following minimum experience:
- Experience in researching and identifying foreclosed properties including finding properties from

The RFQ is open and ongoing.

Consideration will be given to Minority and Female Owned Enterprises

1. Information about the person or entity responding:
Name: _____
Address: _____

Telephone No. _____
Email address: _____
Florida Real Estate License number _____

Please send all Information to:

NSP Response Team

Mailing Address:
Neighborhood Housing Services of South Florida
300 NW 12 Avenue
Miami, FL 33128
(305)751-5511 x1104
(305)751-2228 – fax
Email: NSPResponse@nhssf.org

Please do not stop by NHS Office to deliver your Qualification Package.

Additional Qualifications Checklist:

- High School Diploma or Equivalent - minimum education
- Active Florida RE License
- No complaints against licensee
- Minimum two years experience in a real estate office
- South Florida resident for a minimum of six months
- Excellent verbal and written communication skills needed
- Two (2) referrals-clients, former brokers, former sales affiliates
- Active Florida driver's license, proof of insurance
- Must have own functional vehicle
- Must provide and use own laptop/computer and cell phone/beeper
- Exhibit knowledge and ability with MLS and Transaction Desk/Form Simplicity
- Exhibit ability to draft contract and prepare listing
- Ability with WORD and Excel
- Experience and designation as Buyer's Agent, Appraisal/Property Valuations, REO Expert a plus
- Bilingual (Spanish/English) or (Creole/English) a plus