



**CITY OF MOBILE
COMMUNITY PLANNING AND DEVELOPMENT DEPARTMENT**

**REQUEST FOR PROPOSAL (RFP)
for
REAL ESTATE MARKETING
November 1, 2012**

To Mobile Area Realtors:

Please make all of your agents aware of this Request for Proposal (RFP).

The City of Mobile, through partnerships with area nonprofit developers, is listing ten Neighborhood Stabilization Program (NSP) homes for sale. The properties are listed in **Section 4** of this RFP.

SECTION 1: ELIGIBILITY REQUIREMENTS

Because our partner developers used HUD funds to purchase and renovate these properties, which had been in foreclosure, certain rules and benefits apply. The most important are:

1. Buyers must be income-eligible, and their household income cannot be more than 120% of the area median income for Mobile (see figures established by HUD below).

2012 Income Limits

Number of Persons in Household	1	2	3	4	5	6	7	8
120% Median Income	\$43,600	\$49,800	\$56,050	\$62,300	\$67,250	\$72,260	\$77,250	\$82,200

2. Buyers must qualify for a traditional first mortgage from a lending institution.
3. Complete 8 hours of housing counseling by an HUD approved counseling agency.
4. Buyers will not have to borrow the full list price from a lender because the City will provide a second "deferred payment" mortgage, a portion of which will be forgiven every year that the buyer remains in residence. The amount of the second Mortgage will be based on amount of financial assistance/gap needed by the buyer to buy the property as determined by the first mortgage lender.
5. Buyer must agree to occupy the property as their **primary residency** throughout the affordability period. The affordability period will be enforced through recorded mortgage/deed restrictions and promissory notes. The length of the period will be contingent on the amount of assistance received.
6. NSP funds can be used to provide 50% of the down payment required by a lender.
7. NSP funds can be used for closing costs considered to be reasonable for the market area.
8. These properties may **NOT** be sold to investors. They must be sold to income-eligible persons who will reside in them as their primary residence.

The City would like to list the properties with a local realtor who is experienced in working with low-to-moderate income homebuyers and explaining federal financing programs like deferred payment mortgages. **Please complete Consultant Statement of Qualifications in Section 3.**

SECTION 2: SUBMISSION REQUIREMENTS

- A. If you are interested in working with the City, please complete the information below, and return this correspondence by mail, or in person to:

**Alex Ikefuna
City of Mobile CPD
Government Plaza
205 Government Street
South Tower, 5th Floor, Suite 514
Mobile, AL 36633**

~~*No later than Tuesday, November 20, 2012, 4:00 p.m. CST*~~
The Deadline has been EXTENDED to Friday, November 30, 2012, 4:00 p.m. CST

No Electronic Submissions are allowed and No Late Submissions will be accepted.

- B. Submit one original copy and 2 additional copies.

If you are interested in listing and marketing the properties please complete this section and respond to the remainder of the RFP.

Name _____

Company: _____

Address: _____

Telephone Number: _____

Email Address: _____

SECTION 3: CONSULTANT STATEMENT OF QUALIFICATIONS

(Use additional paper if necessary. This section must be submitted with the proposal, or the proposal will not be considered)

Name of Agent: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____

1. Name of Agent:
2. Education of the Agent:
3. Experience of the Agent:
4. How long has the Agent been engaged in real estate marketing?
5. List qualifications and licenses:
6. Describe any special characteristics of yourself or organization that make it an outstanding candidate for the project:
7. If you are selected for the project, would your services be immediately available?
Yes: () No: ()
8. Could you provide uninterrupted and continuous services until the properties are sold?
Yes: () No: ()
9. Please describe similar real estate marketing project you have been involved in during the past five years relating to HUD home financing for low to moderate income households.
10. List any professional awards for similar projects which have been made to you or your Agent or to members of your Agent who will participate in the proposed project:
11. State any other qualifications of yourself which especially qualify you as an Agent to render a distinctive service.

(Signed)

(Date)

SECTION 4: LIST OF PROPERTIES

1219 Next Street (36606)

1467 Barkley Drive, W (36618)

5112 N. Garland Drive (36606)

706 Louise Drive, W (36606)

904 Rowell Street (36606)

1654 Van Dorn Street (36605)

1208 Baylor (36618)

665 Momote (36609)

7020 Orangeburg (36608)

3255 Valley Road (36605)

SECTION 5: GENERAL INFORMATION

- Agents may inspect the exterior of the houses anytime; however, there will be no interior showings until the number of Agents are shortlisted.
- The City will do all necessary repair work to bring the property to move-in condition, including providing refrigerator and stove.
- All inquiries shall be directed to **Karen Hansberry** at (251) 208-6290, or via email: Karen.Hansberry@cityofmobile.org.