

**September 6, 2016**

**REQUEST FOR PROPOSAL FOR RESIDENTIAL REAL ESTATE AGENT,  
CITY OF MORROW, GA**

Please be advised that the City of Morrow, Georgia, in coordination with the Morrow Housing Authority for the City of Morrow will be accepting sealed proposals between now and September 30, 2016.

Scope of work: The City is seeking a Residential Real Estate Agent to assist with the sale of one residential property within the City of Morrow. The property includes a single-family home with 1,302 square feet of living space above ground and 702 square feet of finished basement. The home is connected to the Morrow Path System and its address is 6066 Navaho Trail.

Instructions: Morrow is seeking proposals for residential real estate agents to provide their fee structures for the sale the residential property. The property will be further defined once proposals have been received and will be shown at the pre-proposal meeting. Please ensure that your proposal is received no later than September 30, 2016 at 2 p.m. The proposal should, at minimum, contain the following information:

1. A statement of qualifications and experience in the market place and specifically identify any property sold Clayton County and the City of Morrow, if applicable.
2. Information on your general fee structures and any alternative fee structures that you may have available.
3. A cover letter that references the proposal and provides some information about yourself or your company, as well as complete contact information.
4. An outline of the strategy to be utilized in reaching potential buyers.

Please note that the person or entity entering the proposal must meet the following minimum qualifications:

- a. Must have been a Residential Real Estate Agent for at least two (2) years;
- b. Must have previously brokered the sale of three or more residential properties.

Pre-proposal meeting: For all interested parties, there will be a non-mandatory pre-proposal meeting at the property address of 6066 Navaho Trail, Morrow, GA 30260 on September 15, 2016 at 1pm. The property will be discussed at this meeting. No bidding party is required to attend this meeting, and any party not attending the meeting may still provide a proposal.

Amendments and Inquiries: If you have any questions related to this proposal process, please contact Sylvia A. Redic [sylviaredic@cityofmorrow.com](mailto:sylviaredic@cityofmorrow.com). Prior to submitting your proposal, please check the City of Morrow website at: [www.cityofmorrow.com](http://www.cityofmorrow.com) for any amendments and/or addendums to this Request for Proposal. No individual notification will be given, but any changes to the process will be posted.

Please ensure that all proposals are sealed and sent either by registered mail and/or hand delivery, marked to the attention of Sylvia Redic.

Proposals shall be judged based upon a combination of all pertinent contents of the proposal, but the City shall reserve the sole right to choose any submitted proposal in its sole and absolute discretion.

Please note that the agent will have exclusive listing to this property, and will be required to enter into a contract acceptable to the City and which shall be in line with the proposal submitted.