



**CITY OF MIRAMAR
NEIGHBORHOOD STABILIZATION PROGRAM
REQUEST FOR LETTERS OF INTEREST**

The City of Miramar is seeking *Letters of Interest* from licensed and qualified real estate agents to perform Realty Services on behalf of the City as part of the Neighborhood Stabilization Program (NSP) activities.

Services to be provided include but are not limited to:

- Identifying Foreclosed Properties in Miramar
- Preparing Market Analysis of the Properties
- Purchase Negotiations for Bank REO's
- Processing of the Purchase Transaction
- Listing the Properties for Re-sale

Letters of Interest should include the following information with supporting documentation.
Years of Realtor licensing

- Sales volume in past three (3) years
- Experience with Foreclosures and Short Sales
- Experience in dealing with and negotiating Bank Owned Properties
- Experience with Government Programs (Federal, State, Etc.)

Deadline for submission of proposals is **Tuesday March 9, 2010 at 5:00 p.m.**

Letters of Interest that do not contain the information listed above **will not** be considered.

There will be a *pre-submission meeting* on **Monday March 1, 2010 at 10:00 a.m.** in the Commission Chambers located at **2300 Civic Center Place, Miramar, FL 33025 (corner of Red Road and Hiatus)**. Interested parties will have an opportunity to ask questions and receive information regarding the program and the service requirements.

Sealed offers will be received to the attention of the City Clerk, 2300 Civic Center Place, Miramar, FL 33025 until 5:00 pm on Tuesday March 9, 2010. For more information contact (954) 602-3243.

Section 3

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that promotes local economic development, neighborhood economic improvement, and individual self-sufficiency. The **Section 3** program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide job training, employment, and contract opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

City of Miramar
Yvette M. McLeary, CMC
City Clerk