

Request for Proposal (RFP) For Professional Real Estate Services

Issued by:

Jefferson Housing Development Corp.
153 N 5th Street Steubenville, Ohio 43952
admin@jeffersonhousing.org
740 282-0994 X102

Date Issued: 8/12/2025

1. Introduction

Jefferson Housing Development Corp is seeking proposals from qualified and licensed real estate professionals or brokerages to provide real estate services in connection with the sale of properties through the Welcome Home Ohio program.

The objective is to secure a knowledgeable, experienced, and client-focused realtor who can provide strategic guidance, manage the listing or buying process according to the terms of the program, and ensure a smooth closing.

2. Scope of Services

The selected realtor or brokerage firm will be expected to provide the following services:

- Conduct market analysis and recommend pricing strategies.
 - Develop and implement a marketing strategy, including online listings, open houses, photography, and staging recommendations.
 - Represent our interests during negotiations.
 - Comply with requirements of grant restrictions.
 - Coordinate with lenders, inspectors, attorneys, and other parties.
 - Provide timely updates and clear communication throughout the process.
 - Ensure all documentation complies with legal and regulatory standards.
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3. Proposal Requirements

Please include the following in your proposal:

1. **Company/Individual Overview**
 - Brief history, office location(s), and licenses held

- Names and credentials of the agent(s) assigned to this project
 - 2. **Relevant Experience**
 - Experience with similar transactions (residential/commercial)
 - Neighborhood/market knowledge
 - 3. **Marketing Strategy** (if selling)
 - Examples of listings and sales strategies
 - Use of digital platforms, MLS, social media, and print advertising
 - 4. **Fee Structure/Commission**
 - Commission rates
 - Any additional costs or service fees
 - 5. **References**
 - At least two recent client references with contact information
 - 6. **Timeline**
 - Availability to begin services
 - Estimated timeline for completing the transaction
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4. Submission Instructions

Please submit your proposal via email to:

Melody McClurg admin@jeffersonhousing.org
Subject: Realtor Proposal -Welcome Home Ohio

Deadline for Submission: August 19/2025

Late submissions may not be considered.

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Experience and qualifications
 - Market knowledge and strategy
 - Fee structure
 - Client references
 - Professionalism and responsiveness
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6. Questions

All questions regarding this RFP should be submitted via email to admin@jeffersonmha.org no later than August 15, 2025.

7. Reservation of Rights

Jefferson Housing Development Corp reserves the right to reject any or all proposals, to waive informalities and minor irregularities in proposals received, and to negotiate with any or all qualified respondents.

Thank you for your interest. We look forward to reviewing your proposal.

Sincerely,
Melody McClurg
Director

admin@jeffersonhousing.org
