



**City of Miami Gardens**  
Department of Community Development  
1515 N.W. 167 Street  
Building 5, Suite 200  
Miami Gardens, FL 33169  
(305) 622-8041

**NEIGHBORHOOD STABILIZATION PROGRAM**  
**REQUEST FOR LETTERS OF INTEREST**  
**FOR THE PROVISION OF REALTY SERVICES**

The City of Miami Gardens is seeking *Letters of Interest* from those individuals licensed and qualified to perform Realty Services on behalf of the City as related to the Neighborhood Stabilization Program (NSP), a component of the Housing and Economic Recovery Act (HERA). The funding for this initiative is considered Community Development Block Grant (CDBG) program funds and is provided through the U.S. Department of Housing and Urban Development to the City of Miami Gardens.

Services to be provided can include but are not limited to:

- Identifying Foreclosed Properties in Miami Gardens
- 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. Letters will be rated on a point scale using the information submitted.

- Years of Realtor licensing (15 Points)
- Sales volume in past three (3) years (15 Points)
- Experience with Foreclosures and Short Sales (30 Points)
- Experience in dealing with and negotiating Bank Owned Properties (30 Points)
- Experience with Government Programs (Federal, State, Etc.) (10 Points)

Deadline for submission of proposals is **Wednesday, December 3, 2008, by 4:00 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 **Thursday, November 20, 2008 @ 10:00 a.m.** where interested parties will have an opportunity to ask pertinent questions to the City's solicitation. The meeting will take place at City Hall at the address listed above.

Letters of Interest must be submitted to the Department of Community Development, 1515 N.W. 167 Street, Bldg. 4, Suite 120, Miami Gardens, Florida 33169, (305) 622-8041.

**(AD #08-0037)**