



**Department of City Development**  
730 Washington Avenue, Racine, Wisconsin 53403  
Phone: (262) 636-9151 FAX: (262) 635-5347

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***MEMORANDUM***

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DATE: April 28, 2010  
TO: Racine Area Real Estate Brokers  
FROM: Jean Wolfgang  
RE: Request for Qualifications/Proposals to List City-Owned Residential Real Estate

Through various federal programs the City of Racine is rehabilitating about 20 homes that will need to be sold to income-qualified households. Properties include the following with more to be added.

1706 Maple, 1537 Thurston, 2026 Orchard, 1317 Albert, 1124 Irving, 630 Hagerer, 1125 Grand, 1132 Irving, 1016 Park, 1841 Villa, 944 Villa, 900 Center, 906 Walnut, 1112 Villa, 1732 Mead, 1805 Mead, 1031 Ninth, 912 Birch

The City is seeking responsible real estate brokers with designated responsible agents to list the properties at a 6% commission offering a 2.4% selling commission. The City may list with one firm or choose to list groups of properties with various firms. Firms wishing to list properties for the City of Racine must submit the following.

- Application for the broker and for each full-time agent that will be involved. (See attached)
- Proof of insurance to the satisfaction of our City Attorney, including errors and omissions.
- Copies of all applicable licenses. (Agents must be licensed and have at least 3 years of experience.)
- Examples of internet advertising that would be provided for these properties.
- List of advertising (including electronic advertising) to be used including within Racine and other markets such as Milwaukee or Kenosha. Include frequency of advertising
- Resume of each agent including years of experience and experience working with any programs such as down payment assistance or the IDA program.
- Proposal narrative including frequency of open houses, agent availability, sales strategy, and proposed listing contract.

Selection will be based on quality of marketing and services, experience, and proof of responsibility.

Submittals are due May 17, 2010 by 4:30 p.m. to City Development, Attention: Jean Wolfgang, Room 102, 730 Washington Avenue, Racine, WI 53403, or by email to [jean.wolfgang@cityofracine.org](mailto:jean.wolfgang@cityofracine.org), or by fax to 262-635-5347. Staff will conduct interview of top candidates before making a recommendation to the Loan Board of Review for final selection. Please contact Jean Wolfgang at 262-636-9476 with any questions.

# BROKER APPLICATION

## I. General Information for the Broker

Name/Address/Phone Number/email	Circle Business Type Sole Proprietor LLC LLP Corporation Other _____ Corporation shall be registered with Wisconsin Department of Financial Institutions and be in good standing.
Business Name	
DUNS Number *	FEIN (Federal Employee ID Number or Social Security Number)
If partnership, LLC, LLP or corporation list all members or officers. (Use additional pages if necessary.)	
*DUNS Number is required for federally funded projects. Please call 1-866-705-5711.	

## II. References.

Name	Address of property sold	Phone/Email

III. Responsibility. Please answer the following questions by circling yes or no. If you answer yes, please attach a written explanation. A "yes" answer does not mean automatic disqualification, however, failure to be candid and/or failure to provide accurate information may result in automatic disqualification. Answers shall apply to all members and officers of the partnership, LLC, LLP or corporation.

Do you currently have pending litigation against you?	Yes	No
Have you or any member of the corporation been convicted of a felony?	Yes	No
In the past 7 years have you filed for bankruptcy?	Yes	No
Do you have any outstanding liens or judgments against you?	Yes	No
Have you or a member of the firm had any drug related convictions in the past 7 years?	Yes	No
Have you or a member of the corporation had any other criminal convictions in the past 7 years?	Yes	No
Are you delinquent on your property or income taxes?	Yes	No
Do you or any members and officers of the partnership, LLC, LLP or corporation have any loan with the City (rehab or rent rehab loan)? If yes, list the borrowers name(s): _____ If yes, are any of the loans delinquent? Yes No	Yes	No

IV. Consent/Release of Information. I/we hereby authorize and consent to the City of Racine Police Department to release and disclose to the City of Racine and City of Racine Redevelopment Authority and their agents and employees any and all information or records regarding me/us, including but not limited to criminal information records and criminal history records.

V. Signatures. Signing below certifies all information provided is true and correct to the best of your knowledge. (All members and officers of the partnership, LLC, LLP or corporation must sign)

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Print Name/Signature

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Date of Birth

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Date

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Print Name/Signature

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Date

**AGENT APPLICATION – (application for each agent needed)**

**I. General Information for the Broker**

Name	
Address	Phone/Fax/Email

**II. References.**

Name	Address of property sold	Phone/Email

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In the past 7 years have you filed for bankruptcy?	Yes	No
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