



**LAND BANK LISTING AGENT
REQUEST FOR QUALIFICATIONS**

DUE: Friday, February 2, 2018 at 12:00 PM

Drop Off: Land Bank office, One Government Center, Suite 580, Toledo, Ohio 43604

MANDATORY INFORMATIONAL MEETING
Wednesday, January 24, 2018 at 10:00 AM
Board of County Commissioners Hearing Room
One Government Center, 1st Floor

The Lucas County Land Bank (“Land Bank”) is a quasi-governmental organization whose mission is to strengthen neighborhoods and preserve property values by returning vacant, abandoned, and tax-delinquent properties to productive use. Since our establishment in 2010, the Land Bank has been able to repurpose over 2,500 residential homes, vacant lots, and commercial/industrial properties.

Because we are able to acquire properties with free and clear title after tax foreclosure, the Land Bank has a steady supply of properties available for repurposing. While some of these properties are too distressed to be saved, many are able to be renovated after being marketed to new homeowners, landlords, and community organizations.

In our regular course of business, the Land Bank has hired local listing agents (those agents who would work for the Land Bank as a seller) to assist with the marketing of these properties. From time to time, the Land Bank has also sought help from local buying agents (those agents who would work for the Land Bank as a buyer). The Land Bank expects each hired agent to understand its mission, its policies & procedures, and its likely inventory.

The Land Bank typically lists distressed properties that will need substantial renovation work to bring them to a safe and habitable condition. The Land Bank’s property inventory is similar to that of a traditional “REO” seller. From time to time, the Land Bank will have “move-in ready” properties in its inventory too.

If hired to list a residential property, the Land Bank will pay a commission equal to the greater of \$2,000 or 6% of the sales price for most listings. The Land Bank will reserve the right to negotiate a different commission on a per-property basis at its discretion. Due to the Land Bank’s small inventory of commercial properties and the specialized nature of these properties, the Land Bank will negotiate commercial property listings on a case-by-case basis.

The Land Bank is inviting interested prospective listing agents to complete the following Request for Qualifications. After the submission deadline, the Land Bank will review all submissions and select a core group of listing agents for its marketing efforts.

CONTACT INFORMATION

Name: _____

Affiliated Broker: _____

Business Address: _____

City, State, Zip: _____

Business Phone #: _____ Cell #: _____

Email address: _____

How long have you been a licensed realtor in Ohio?

Has your license ever been revoked or suspended in Ohio or any other state? If so, please explain and attach additional documentation if necessary.

Are you a member in good standing with the Toledo Regional Association of Realtors (TRAR) or a Commercial Board of Realtors?

Do you specialize in any particular neighborhoods (e.g., Old West End, South Toledo, West Toledo, etc.)?

Do you specialize in any particular kind of property (e.g., foreclosure, historic homes, multi-family residential property, etc.)?

Do you list commercial or industrial property? If yes, please describe the last commercial/industrial property you were able to sell and the details of the transaction. Attach additional pages if necessary.

On how many properties have you earned a commission as seller's agent since 2016? What was the average sale price of those properties (can be best estimate)?

What is the approximate percentage of move-in-ready properties that you list compared to "as is"/REO sales?

How many properties have you been the successful seller's agent on in the following zip codes since 2010?

_____ 43604	_____ 43614
_____ 43605	_____ 43616 / 43618
_____ 43606	_____ 43615
_____ 43607	_____ 43617
_____ 43608	_____ 43620
_____ 43609	_____ 43623
_____ 43610	_____ 43528
_____ 43611	_____ 43537
_____ 43612	_____ 43560
_____ 43613	_____ 43542 / 43566 / 43571

What is the maximum number of properties you can list simultaneously? Please explain. If there is no limit, why is that so?

Have you previously served as a listing agent for Land Bank properties?

Are you proficient in any languages other than English? If yes, please explain.

Why are you interested in being a listing agent for the Lucas County Land Bank? Attach additional pages if necessary.

If selected, will you agree to participate in occasional training sessions without compensation?

The Contractor Pre-Qualification Form attached at the back of this RFQ must be completed in full and submitted with this application in order to be qualified, including evidence of worker's compensation and insurance requirements from your broker of record.

VOLUNTARY DEMOGRAPHICS INFORMATION

Gender:

Female Male Transgender

Race/Ethnicity (check all that apply):

African American

Asian American

Hispanic / Latino American

Native American

White

Do you identify as lesbian, gay, or bisexual?



LISTING AGENT ETHICS POLICY

Because the Lucas County Land Bank is an organization funded with public dollars and serving a public mission, our Board expects all of our contractors, including our listing agents, to demonstrate the highest level of ethics in all dealings. Before being hired for a Land Bank listing, I agree to the following ethics policy:

1. **Equal Opportunity.** I agree to make housing opportunities available to individuals on an equal opportunity basis and will not discriminate against any buyer, applicant, or party on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, veteran status, familial status, or disability.
2. **Conflicts of Interest.** I agree that if I am the listing agent for a Land Bank property that I and my immediate family members will not make an offer on the property during that time. If I wish to make an offer on the property, I will notify the Land Bank and resign my role as the listing agent for the property prior to the submission of any offer. Any offer made by me or my immediate family members during my time as listing agent will not be considered.
3. **Change of Status.** If I have a change in status that will impact my ability to list properties for the Land Bank (e.g., loss of license, change of broker relationship, move out of town, etc.), I agree to immediately notify the Land Bank and resign my role as a listing agent as necessary.
4. **Tax Compliance.** I acknowledge the Land Bank’s policy that a contractor may not own or control through business entities any real property that is delinquent on property taxes, unless the properties are part of an active and compliant tax payment plan, the properties are in foreclosure after request by the owner, or the properties are part of a payment arrangement directly with the Land Bank, and I agree to abide by it.
5. **Gifts.** I acknowledge that the Land Bank’s Board members, officers, and employees are public officials and are subject to Ohio’s strict Ethics Laws. Because of this, I agree not to make gifts of any kind to the Land Bank or its Board members, officers, or employees in conjunction with my work as a listing agent. I acknowledge that any gifts made in violation of this policy will subject me to termination as a listing agent for the Land Bank, and such gifts will be returned or donated to a reputable local charity.

Signature: _____

Printed Name: _____

Date: _____

CONTRACTOR PRE-QUALIFICATION FORM



CONTRACTOR PRE-QUALIFICATION FORM

The Lucas County Land Reutilization Corporation (the “Land Bank”) is a community organization whose mission is to strengthen neighborhoods and preserve property values by helping to return vacant, abandoned, and tax-delinquent properties to productive use. The Land Bank has established this pre-qualification process for contractors interested in working for the Land Bank. Contracts for work are awarded only to pre-qualified contractors who meet the Land Bank’s expectations.

In order to pre-qualify for Land Bank work, please complete this form in full and attach all required documents. You will then be added to the Land Bank’s contractor database and will remain eligible for work unless subsequently disqualified. This form will remain active for five years from the date completed. The Lucas County Land Bank reserves the right to require additional information in order to pre-qualify for Land Bank work.

BASIC INFORMATION

Business Name: _____

Primary Contact: _____

Mailing Address: _____

City, State, Zip: _____

Business Phone #: _____ Fax #: _____

Business Email: _____

BUSINESS TYPE / CLASSIFICATIONS

Sole Proprietorship LLC Corporation Other: _____
(please specify)

MBE (Minority Business Enterprise) WBE (Women Business Enterprise)

Other: _____
(please specify)

Union-Affiliated: _____ Non-Union
(please specify)

How long contracting under present name: _____

REFERENCES – Please provide three local references

Name	City / State	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date: _____

AREA(S) OF SPECIALTY

- | | |
|--|--|
| <input type="checkbox"/> Asbestos Inspection | <input type="checkbox"/> Asbestos Remediation |
| <input type="checkbox"/> Board Up and Security | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Demolition / Excavation |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Floor Coverings |
| <input type="checkbox"/> Garage Doors | <input type="checkbox"/> General Contracting |
| <input type="checkbox"/> Energy Efficiency Improvements | <input type="checkbox"/> Lead Abatement |
| <input type="checkbox"/> Masonry / Brick | <input type="checkbox"/> Mechanicals |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Pest Control |
| <input type="checkbox"/> Plaster / Drywall | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Property Management Services | <input type="checkbox"/> Roofing |
| <input type="checkbox"/> Siding | <input type="checkbox"/> Gutters & Downspouts |
| <input type="checkbox"/> Trash Out / Cleaning Services | <input type="checkbox"/> Tree Planting / Removal |
| <input type="checkbox"/> Waterproofing / Foundation Services | <input type="checkbox"/> Windows |
| <input type="checkbox"/> Lawn Maintenance | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Other: _____ | |
| <i>(please specify)</i> | |

LICENSES HELD

License Number/Type: _____ Expiration: _____

License Number/Type: _____ Expiration: _____

QUALIFICATIONS

- Does your company or any of its owners owe delinquent property taxes?
- Has your company ever defaulted on a contract?
- Has your company ever failed to complete work awarded to you?
- Is your company listed on the State of Ohio’s debarment list or has it ever been?
- Is your company disqualified for work by a public organization or has it ever been?
- Has any kind of legal judgment been rendered against your company?
- Has your company ever filed for bankruptcy?

If your company would answer yes to any of these questions, please explain in full (attach additional pages if necessary). Your answers to these questions will be researched and failure to answer any of these questions truthfully will disqualify your company from all Land Bank work.

MINIMUM INSURANCE COVERAGE / WORKER’S COMPENSATION

To pre-qualify for Land Bank work, your company must maintain and furnish evidence of insurance and participation in Ohio’s worker compensation system.

The minimum insurance expectations are (unless otherwise noted by the Land Bank):

- General Liability (limit of liability \$1,000,000 each occurrence, \$2,000,000 aggregate);
- Automobile Liability (limit of liability \$1,000,000); and
- Worker’s Compensation (with statutory limit).

Your insurance carrier must provide a current Certificate of Insurance naming the Lucas County Land Reutilization Corporation as an additional insured with certificate holder status. Contractors must include current insurance information with this form and will be responsible for providing updated insurance information after each annual renewal, a change in carrier, etc. Failure to provide this information now or in the future will disqualify the contractor from Land Bank work until corrected.

FINAL CHECKLIST

In order to pre-qualify, the following is attached or will be provided:

- Current Certificate of Insurance with Land Bank as additional insured
- Copy of current Ohio Worker’s Compensation certificate
- Completed IRS W-9 form

I certify that the information provided in this form is, to the best of my knowledge and belief, true, accurate, and complete. I have read the Contractor Terms and Conditions set forth below, and I am authorized on behalf of the company to agree to such terms and conditions by my signature below.

Signature, Authorized Representative

Printed Name

Business Name

Date

Please return completed forms to:

Lucas County Land Bank
One Government Center, Ste. 580
Toledo, Ohio 43604
Fax: (419) 213-4249
Email: lucascountylandbank@co.lucas.oh.us

**Questions?
Call the Land Bank at (419) 213-4293**

Contractor Pre-Qualification Terms and Conditions

The contractor set forth above (the “Contractor”), in consideration of being listed as a pre-qualified contractor in the database of the Lucas County Land Reutilization Corporation (the “Land Bank”) and therefore, eligible for Land Bank work, agrees as follows:

1. The Contractor warrants:
 - that all materials used in the performance of Land Bank work shall be free from defect;
 - that all work performed and funded shall be free from defect or faulty workmanship;
 - that the Contractor, at the Contractor’s expense, will replace any defective materials installed by the Contractor and correct any faulty workmanship performed by Contractor, after notice by the Land Bank at any time up to one year from the date of final payment to the Contractor covering such work;
 - that the Contractor will furnish the Land Bank or any subsequent owner with all applicable manufacturer’s and supplier’s written guarantees and warranties covering materials and equipment installed or constructed; and
 - that the warranty made here will apply to all work performed by an subcontractor or agent of the Contractor.
2. The Contractor is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or the presence of a disability. The Contractor shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, national origin, color, religion, sex, sexual orientation, gender identity or expression, veteran’s status, or disability. Such action shall include, but are not limited to, employment, promotion, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The Contractor acknowledges that the Land Bank is subject to Ohio’s strict ethics laws and therefore, the Contractor shall not provide anything of value (beyond those services and materials contracted for) to the Land Bank or its employees in consideration of or in conjunction with the award of a contract for Land Bank work.
4. The Contractor acknowledges that it has read and understands the Land Bank’s Purchasing Policy and any future amendments and will comply with its provisions, including without limitation any Project Labor Agreement or local, minority, or women-owned business contracting goals or mandates.
5. The Contractor acknowledges that non-compliance with these Terms and Conditions, the Pre-Qualification form, or any other requirements of the Land Bank made in conjunction with an award of Land Bank work may make the Contractor ineligible for current or future Land Bank work at the Land Bank’s sole discretion.

This Contractor Pre-Qualification Form will expire if the Land Bank has not contracted with the vendor for any services in the past two years based on an annual review conducted in conjunction with the Land Bank's insurance audit.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number											
				-			-				
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.