



October 8, 2021

To Whom it May Concern:

Central Elgin is looking to retain the services of an experienced Realtor to sell two (2) properties that have been deemed surplus. Time is of the essence as the Municipality wishes to complete these transactions no later than December 31, 2021. Arrangements can be made to view these properties by appointment only. Please do not attend the properties without an appointment.

The information provided herein is considered as accurate as possible. Where there are questions or clarifications required, the undersigned should be contacted in writing via email. Central Elgin does not warrant the veracity of any information obtained via other sources and will not be held liable for errors.

When submitting your information for review, please ensure this is a .pdf file and that all files are clearly titled.

Submission of information should be to the undersigned via email no later than **Wednesday, October 20, 2021.**

Submissions may be revoked at anytime at the request of the person submitting.

Information requested below is meant to allow Central Elgin staff the ability to make a clear judgement on experience and capabilities. Information should be succinct and relevant.

If you wish to view the properties, please contact the undersigned via email only. Phone correspondence is not encouraged.

Only one Realtor/Real Estate Team will be selected for this work.

**NOTE: This request is not for the direct sale of the properties by the Municipality. Inquiries regarding direct sale and purchase will not be entertained. Those interested in purchasing these properties should contact the Listing Agent once a sign is on the property.**

Yours Truly,

A handwritten signature in black ink, appearing to read "Aaron Dooling". The signature is fluid and cursive, with a long horizontal stroke at the end.

[Aaron Dooling](#) (click for email)  
Procurement and Risk Management Coordinator

The properties to be sold are noted below. Please be advised that these are not being sold together, but as two separate listings.

[4980 Sunset Road, Port Stanley](#) (4980 SUNSET RD / 3418.000.00103707.0000 / YARMOUTH CON 2 PT LOT 2 RP11R9074 PARTS 5 TO 10)

- **Important Note:** The building and land being sold is in the process of being severed from the roll number noted above. The above has been provided as information only.
  - Inclusive of building and approximately 2 acres. Water and Sanitary Service at the road. Natural Gas into the building.
2. [218 Joseph St., Port Stanley](#) (3418.026.00104700.0000 / PLAN 49 PT LOTS 2,3 E/S JOSEPH)
- Fully serviced with water, sanitary and natural gas.

Both properties are being sold "As is".

Interested Agents are asked to provide the following information:

#### Experience

**Note:** If the submission is being presented by a Real Estate Team, the lead agent should provide all of the information below based upon their experience. Other team members' information may be included as supplemental information but will not be used to determine selection.

Please detail your experience in selling commercial properties. This should include information on transactions within the last 3 years. Please only provide information where you acted as the selling agent. This information should include:

- Address
- List Price
- Selling Price
- Marketing materials and marketing plan that was utilized
- Client Reference

While it is not a requirement, preference will be given where the Realtor can demonstrate local sales (local sales are considered anything within the London/St. Thomas Association of Realtors). Please provide five (5) reference sales.

Additional sales experience may be provided with the basic information providing they are commercial sales. Please do not include residential sales.

Please also detail your credentials as a Realtor:

- Number of years selling real estate.
- When your first commercial sale was.
- How many commercial transactions you complete on average in a calendar year?
- Proof that your license is active and in good standing.
- A statement that no enforcement decisions have been made against you by the Real Estate Council of Ontario (RECO)

### Marketing Plan and Approach

The marketing plan and how you approach marketing of properties is considered a vital part of these sales. Central Elgin wishes to attract attention to these properties from as far and wide as possible. The expectation is that you clearly demonstrate knowledge marketing using various methods that include but is not limited to:

- Brochures
- Social media
- Client lists
- Website(s)
- Traditional media (newspapers, publications, trade magazines, etc)

Please ensure you detail how you engage and drive interest to properties, how you intend to market these properties specifically, and any challenges you foresee in maximizing the value of these properties. What do you do to drive traffic to online sources and open houses? How do you intend to generate competitive friction between potential buyers?

Examples of previous commercial sales should be included either as a .pdf file(s) or as a web link. These should highlight your expertise in visually presenting properties.

### Listing and Commission(s)

Please provide a timeline for how long it would take to list these properties from the date you are selected to represent the Municipality. Please also provide the commissions (and any commission splits) that the Municipality would be expected to pay. Please also include what you would expect to list the properties for and what (in your best and experienced judgement) these properties would actually sell for.

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