

# **Request for Proposals**

**The Tooele County Housing Authority is requesting proposals from qualified individuals and firms for professional services rendered to manage rental properties listed below:**

**Tooele County Housing Authority Requests Proposals for Property Management duties at the following rental properties:**

32 CROWN homes	scattered sites	Tooele/Gville	32 homes
LIHTC			

**Management duties**

- Anticipated cost for Property Manager
- Process all move in and move out paperwork according to program guidelines
- Collect rents and follow up with late payments
- Annual verification of household income and assets
- Semiannual property inspections
- Complete all LIHTC/RD/State paperwork, reports and inspections and follow up work orders etc.
- Lease enforcement and violations
- Stipulation agreements and evictions if needed
- Oversight of contractor activities
- Rent increase implementation

- Solicit bids for vendor services such as landscaping, painting, janitorial, pest control, etc.

### **Maintenance**

- Coordinate work orders with maintenance/handy man businesses. Who are licensed and insured. Collect W-4, proof of workers compensation insurance and proof of liability insurance naming the project as additionally insured.
- Manage vendor and annual contracts after approved by TCHA
- Daily property safety monitoring
- Turn over all vacant units
- Review maintenance budgets
- Implement schedule and perform all preventative maintenance

### **Accounting will be conducted by TCHA.**

Additional information for consideration:

Please provide:

- 1) Timeframe to begin contracting for property management services.
- 2) References.
- 3) Sample contract.
- 4) Liability Insurance recommendations for your company and how our properties are included such as additionally insured.
- 5) Any other pertinent information you feel we should consider.

**Successful bidders must have extensive knowledge and experience in managing properties under various regulations namely; Section 42 Low Income Housing Tax Credits, Rural Development 515 Program HUD, Credit to Own (CROWN) and HOME Programs.**

**Please direct any questions to DeAnn Christiansen, [deann@housingtc.org](mailto:deann@housingtc.org)**

**Proposals for the above services must be submitted to: Attn: DeAnn**

**Christiansen, TCHA Executive Director. Requests must be submitted no later than August 12, 2023 at 5:00 pm.**

**Submit requests to: Tooele County Housing Authority**

**Attn: DeAnn Christiansen**

**66 West Vine**

**Tooele, Utah 84074**