

REQUEST FOR PROPOSALS

Real Estate Brokerage Services – Sale of Residential Property

Issued by: Community Living Essex County (CLEC)
Issue Date: September 25, 2026
Submission Deadline: October 5, 2026
Contact: Kevin Sinn, Manager, Property

1. Invitation

Community Living Essex County invites proposals from licensed Ontario real estate brokerages and sales representatives to provide professional real estate services for the listing and sale of one residential property. The successful proposer will be appointed as CLEC's exclusive listing representation for the initial term agreed upon.

2. About Community Living Essex County

Community Living Essex County is a not-for-profit charitable organization, incorporated in 1961, providing supports and services to over 700 people with intellectual disabilities and their families throughout Essex County. As part of management of its property portfolio, CLEC's Board of Directors has determined that the property described below is to be sold.

3. Property: 920 Mersea Road 6 East, Leamington, Ontario

The property is a rural, detached bungalow of approximately 720 square feet, with two bedrooms, situated on a mostly fenced 60 x 125-foot lot. The home was built in 1930 and requires updates and some repairs. CLEC intends to sell the property **as is**. Additional property information will be provided as appropriate. Proposers are responsible for conducting their own assessment of the property, neighbourhood, market conditions, comparable sales and other factors relevant to their proposal.

Property viewings to assist with preparation of proposals can be scheduled through **Kevin Sinn, Manager, Property**, Community Living Essex County.

4. Scope of Services

The successful proposer will act as CLEC's listing representative with services to include:

- Conducting a comparative market assessment and recommending a listing price and strategy;
- Advising CLEC on current market conditions and comparable properties;
- Developing and implementing a marketing and sales plan;
- Preparing the property for listing on MLS® and other appropriate platforms;
- Coordinating photography, measurements, floor plans, signage and other marketing materials, as appropriate;
- Marketing the property through appropriate digital, social media and traditional channels;
- Coordinating and managing property showings;
- Providing regular updates to CLEC on inquiries, showings, market activity and feedback;
- Receiving and presenting offers, advising CLEC during negotiations and supporting the transaction through closing

5. Proposal Requirements

Proposals should be concise and include the following:

A. Proposer Information

- Brokerage name;
- Name and contact information of the lead representative; and
- Confirmation that the brokerage and individuals assigned to the engagement are registered to provide real estate services in Ontario.

B. Experience and Qualifications

Describe relevant experience selling residential properties in Essex County, including experience with small or rural properties and knowledge of the Leamington market area.

C. Recommended Listing Strategy

Provide a preliminary assessment and proposed approach to bringing property to market, including:

- Recommended listing price or price range;
- Market information supporting the recommendation;
- Proposed sales strategy
- Suggested term of listing
- Any recommendations for improvements that could enhance marketability or the sale outcome. CLEC's preference is to sell the property **as is**, but recommendations may be considered.

D. Marketing Plan

Describe the proposed marketing approach, including the platforms, tools and promotional activities that would be included in the services.

E. Commission and Fees

Clearly identify the proposed commission structure and any other costs payable by CLEC, including:

- Listing brokerage commission;
- Cooperating brokerage commission, if applicable;
- Total commission payable in a typical transaction;
- Marketing or administrative expenses not included in the commission; and
- Any other costs CLEC could reasonably expect to incur.

All fees are to be stated exclusive of applicable HST.

F. References

Provide references from recent clients involving the sale of small or rural residential properties. CLEC reserves the right to contact references as part of its evaluation.

G. Conflicts of Interest

Disclose any actual, potential or perceived conflict of interest that could arise in connection with this engagement.

6. Evaluation of Proposals

Proposals will be evaluated based on overall value to CLEC, with consideration given to the following:

Evaluation Criteria	Weight
Experience, qualifications and local market knowledge	25%

Evaluation Criteria	Weight
Marketing and sales strategy	30%
Commission, fees and overall value	25%
Market assessment and listing approach	15%
References and overall proposal quality	5%
Total	100%

Selection will be based on the proposal that, in CLEC's judgment, provides the best overall value and representation for the organization. CLEC is not obligated to select the proposal offering the lowest commission or the highest proposed listing price.

CLEC may invite one or more proposers to participate in an interview or presentation before making a final selection.

7. Schedule: CLEC reserves the right to amend the schedule.

	Date
RFP Issued	September 25, 2026
Deadline for Questions	October 1, 2026, by 4:30 p.m.
Proposal Submission Deadline	October 5, 2026, by 4:30 p.m.
Selection	October 9, 2026
Suggested Listing Date	October 13, 2026

8. Questions

All questions regarding this RFP must be submitted by email only. Proposers should not contact CLEC Board members, employees or other representatives regarding this procurement.

Questions should be directed to:

Kevin Sinn, Manager, Property, Community Living Essex County, Email: ksinn@communitylivingessex.org

9. Submission Instructions

Proposals must be submitted electronically in PDF format before **4:30 p.m. on October 5, 2026.**

Submit proposals by email to: ksinn@communitylivingessex.org

Subject line: **RFP – Real Estate Brokerage Services – 920 Mersea 6 Road East, Leamington, Ontario**

Late proposals will not be considered.

10. Terms and Conditions

CLEC reserves the right, in its sole discretion, to:

- Request clarification or additional information from any proposer;
- Verify information contained in a proposal;
- Negotiate with one or more proposers;
- Conduct interviews with shortlisted proposers;
- Decline to award a contract as a result of this RFP; and
- Select the proposal that, in CLEC's judgment, represents the best overall value and outcome.

The issuance of this RFP does not constitute a commitment by CLEC to enter into an agreement with any proposer.

The successful proposer will be required to enter into an appropriate listing agreement with Community Living Essex County.

All costs associated with preparing and submitting a proposal are the responsibility of the proposer.

11. Confidentiality

Information provided by CLEC through this RFP process is for the sole purpose of preparing a proposal.

Community Living Essex County appreciates the interest of all proposers and looks forward to receiving proposals from qualified real estate professionals.