## REQUEST FOR PROPOSALS APARTMENT MANAGEMENT CONTRACT

COALITION FOR THE HOMELESS OF PASCO COUNTY, INC

January 15, 2015

The Coalition for the Homeless of Pasco County is seeking proposals from qualified registered real estate property managers who would enter into a private agreement to manage of operations of several property owned by the Coalition.. The properties consist of 1 Administrative building, three single family houses( New Port Richey) and one 20 unit multi-family complex located at 36601 Celebration Lane Zephyrhills, Florida, 33541

## Background

In an effort to improve permanent supportive housing for low income and homeless families in Pasco County, the Coalition has acquired a 20 unit multi-family complex of six (6) buildings. The complex is located on Celebration Lane in Zephyrhills, Fl. The six (6) buildings consist of: 1. building A) 4 1bed/1 bath units; 10 2 bed/1 bath units and 6 3 bed/1.5 bath units. All units have had some form of renovation as of October 2014. The units are equipped with all necessary appliances. It has also acquired 3 single family homes, two newly constructed and one fully rehabilitated and one single family home used as its administrative offices.

**The Coalition is under obligation to provide 30%, 50%, 80% AMI for the units it rents. The 20 unit complex is now at 98% occupancy. All single family home are rented and have been income qualified.**

## Property

The 20 unit subject property is located on Celebration Lane, an internal road that extends southeast from Coats Road in Zephyrhills. The property is situated south of State Road 54 and west of U.S. 301 in Southeastern Pasco County. The administrative offices are located at 5652 Pine Street, New Port Richey and house the four (4) staff of the Coalition. The rental housing is located in Holiday Hills, Port Richey. The addresses are: 6325 Hyperion Drive, 6341 Gainesboro, 9134 Pegasus, Port Richey and 5652 Pine Street, New Port Richey.

Based on public records the Zephyrhills property encompasses two adjacent lots which comprise 96,267 square feet or 2.21 acres. There are four separate retention areas at the corners of the site. Access to the site is provided by an internal road, Celebration Lane Coats Road.

The property reflects six buildings constructed between 1997 and 1998. The construction of the buildings is concrete block and pitched roof with shingle covering. The property has had major $400,000.,renovation to include: new roofs with gutters, new energy efficient air conditioner, electric upgrades in all units, plumbing upgrades in some units, new paved drive ways, some new exterior doors where needed. Replaced most floors with VCT flooring.

The complex is known as Sundance apartments, the property reflects 20 apartment units. The unit mix and monthly rents is presented below:

Sundance Apartments

Unit/type

No of

Units

Monthly

Rent

|  |  |  |
| --- | --- | --- |
| 1 Bed/1 Bath | 4 | $475-525 |
| 2 Bed/I Bath | 10 | $625-675 |
| 3 Bed/1.5 Bath | 6 | $725-750 |

Each unit comprises a living/dining area, kitchen, bedroom, bathroom, patio and outside storage area. There is a common laundry area for all of the units. The Coalition would like to replace the current coin operator with a new one including new equipment. Based on a gross building area of 17,455 square feet and the average unit size are 872 square feet.

# Neighborhood Description

The neighborhood is located in the City of Zephyrhills with a full-time city population of approximately 19,000, which increases to a retirement community of 80,000 during the winter months. Although not typically known as a large industrial/ manufacturing market, Zephyrhills is home to the following companies: Lykes-Pasco Juice Dispenser Manufacturing Plant. Lykes­ Pasco Data Processing, Zephyr Egg and Zephyrhills Bottled Water. Other major employers in the community include Saddlebrook Reso11and East Pasco medical Center.

# Scope of Work

The Coalition is seeking a bonded company to manage the properties for a flat fee or percentage of the rent roll. The management will be responsible for regularly scheduled building inspections and repairs to the units. The management will accept application and perform the necessary income qualifications, background and credit checks. They must maintain all records (including proof of income) pertaining to the leasing of each unit. The management must abide by the Fair Housing Laws of the U.S and Florida. The management company must communicate and report all issues which have adverse effects on the property in a timely manner. The management is responsible for all lease-ups, collection of rent, evictions and the timely restoration of empty units.

The contracted agent will collect all rents and prepare a monthly income and expenses transaction report for the transmittal of all funds collected to the Coalition. The agent will be responsible for payment of all expenses each month. The monthly transmittal will be due no later than the 25th of each month. The net proceeds will be deposited into the Coalition designated account by electric funds transfer.

### Selection criteria

The selection will be performed by a committee of the ownership (Coalition). The committee will base its choice on the following: experience of the firm working in the real estate industry, SHIP income qualification knowledge, past performance with other like properties, knowledge of U.S Fair Housing law and regulations governing this type of complex, experience working with low and moderate income tenants, the ability to deliver a maintenance plan. In addition to the written proposal there will be an oral interview by the committee and references will be checked. We intend to select the property management company by January 31, 2015.

### Submission Req uirements

On or before Monday February 20, 2015, 5:00 p.m. the below listed items should be submitted electronically to Eugene Williams, Coalition for the Homeless of Pasco County, Inc.

* 1. Copy of Broker License
  2. Copy of E&O Policy
  3. Copy of Liability Insurance
  4. Listing of existing rental managed property.
  5. A detailed description of all services to be provided, including maintenance of laundry room with associated fees to be charged.
  6. Plan for management of scattered sites
  7. Narrative description on the application process for new tenants including income qualification and verification.
  8. Narrative description of eviction process, including cost associated and notifications to tenants.
  9. Description of process for receipt and distribution of rental deposits
  10. Detailed reporting plan and process for delivering net funds, including the method.
  11. Composition of the company outlining experience and qualifications.

### Additional Information

Questions and request for additional information should be directed to: Eugene Williams

Executive Director

Coalition for the Homeless of Pasco County, Inc

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