



HERKIMER COUNTY LAND BANK

"Revitalizing Herkimer County One Property at a Time"

109 Mary Street, Suite 1310, Herkimer, New York 13350

Phone: 315-867-1650

Email: hclb@herkimercountyny.gov

Herkimer County Land Bank Request for Proposals (RFP) Real Estate Brokerage Services

Issue Date: Friday August 7, 2026

Proposal Due Date: Friday, September 4, 2026

1. Purpose and Scope

The Herkimer County Land Bank (the "Land Bank") invites qualified real estate brokerage firms to submit proposals to serve as its exclusive **Agent of Record** for the marketing and sale of Land Bank-owned properties.

The selected firm will act as the sole listing agent for designated Land Bank properties under a two-year contract term. The firm will represent the Land Bank in all negotiations and must prioritize the Land Bank's best interests at all times.

2. Key Requirements and Transaction Structure

- Properties will be sold subject to a **development enforcement mortgage**.
- Purchasers will receive fee-simple title subject to this mortgage, which requires the purchaser to complete the specific improvements or actions described in their approved application.
- Purchasers will be responsible for all legal fees, filing fees and associated closing costs. The Land Bank Attorney has an established set fee for legal services.
- Upon issuance of a Certificate of Occupancy or Letter of Compliance by the appropriate codes official or authority having jurisdiction, the Land Bank will release the development enforcement mortgage.

The selected firm must be prepared to explain this structure to prospective buyers and support the Land Bank's application and compliance process.

3. Submission Requirements

Interested firms must complete and return the information requested below. Proposals must be delivered to:

Herkimer County Land Bank - 109 Mary Street, Suite 1310 Herkimer, New York 13350

Deadline: All proposals must be received **by Friday, September 4, 2026**.

Herkimer County Land Bank Board of Directors

James W. Wallace, Chairman
Peter J. Campione, Vice Chairman
Kimberlee A. Enea, Treasurer
Cynthia Bennett, Secretary

Raymond Donley, Director
Vincent Bono, Director
Robert Paul, Director



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Proposal Information Form

Real Estate Company Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Requested Commission Structure

Please indicate the proposed commission rate (or flat fee, if applicable) for each property type:

<u>Property Type</u>	<u>Commission Rate (%)</u>
Residential Single-Family Home	_____
Residential Two and Multi-Family Properties	_____
Commercial Properties	_____
Vacant Land (buildable or not buildable)	_____

Minimum Commission:

The greater of the stated commission percentage **or** a minimum fee of \$_____.

Certification By submitting this proposal, the undersigned certifies that the firm is licensed to practice real estate brokerage in the State of New York and agrees to represent the best interests of the Herkimer County Land Bank in all negotiations and transactions.

Authorized Signature: _____ Date: _____

Printed Name & Title: _____

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