

December 3, 2024

RE: Request For Qualifications- Marketing and Brokerage Services for Sale of Affordable Homes

1. **Question:** I am a Realtor and am interested in the marketing for sale of affordable houses. Can I participate or is it necessary to contact my Broker?
Answer: You are able to participate as the assigned realtor for the program, but your Broker must be included in the submission.
2. **Question:** For the Firm Overview, will I discuss my background as an agent or my broker's background?
Answer: Your Brokers background but also include background and bio for yourself and/or any agents or proposed team members that will be assigned or representing the Broker for the program.
3. **Question:** In the listing Agreement, will the agent's name be typed representing broker as co-broker?
Answer: The agreement will be between Houston Land Bank and the Broker.
4. **Question:** I am applying as a Realtor and not a broker. Should the brief introduction be about me or the firm. Should all documents be in my broker's name and list Realtor as designated signer
Answer: The agreement will be between Houston Land Bank and the Broker. Your Brokers background must be included in the submission but also include background and bio for yourself and/or any agents or proposed team members that will be assigned or representing the Broker for the program.
5. **Question:** Broker Obligations-Does this have to come from the broker or designated point of contact?
Answer: It can come from the broker or the assigned realtor for the program