

Request for Proposal (RFP): Property Management Services

Issue Date: [Insert Date]

Response Deadline: [Insert Date]

Contact Email: [Insert Email]

Property Location(s): [Insert Address(es)]

Issued By: [Insert Organization or Owner Name]

1. Purpose

The [Owner or Organization Name] is soliciting proposals from qualified individuals or firms to provide professional property management services for [insert number] property(ies) located at [insert general location or addresses]. The selected property manager will be responsible for regular oversight, vendor coordination, office/administrative support, minor maintenance, and management of capital improvements as required.

2. Scope of Work

- Conduct regular property inspections and coordinate necessary repairs.
- Oversee vendors and contractors performing maintenance, repairs, or upgrades.
- Maintain records of work performed and expenses incurred.
- Perform general office and administrative tasks related to property operations.
- Provide minor maintenance or handyman services as needed (time and materials).
- Manage capital improvement projects, including planning, bidding, oversight, and completion tracking.

3. Compensation Structure

Respondents should provide a detailed fee structure for their services. This may include:

- A monthly retainer for standard property management duties.
- An hourly rate for services beyond the base retainer.
- A billing approach for any maintenance or handyman work, including materials and labor.
- A proposed fee or percentage structure for management of capital improvement projects.

The Owner welcomes flexibility and clarity in the proposed pricing model.

4. Proposal Requirements

- Qualifications and relevant experience in property management.
- Description of company structure (if applicable).
- References from current or past clients.
- Proposed compensation structure.
- Availability and capacity, including anticipated number of hours available per month.
- Confirmation of liability insurance and any relevant certifications/licenses.

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5. Evaluation Criteria

- Relevant experience and qualifications
- Cost structure and fee transparency
- References and reputation
- Ability to handle maintenance and capital improvement coordination
- Availability and responsiveness

6. Additional Information

Prior to final selection, the Owner may request an introductory meeting or phone call to discuss scope, clarify property details, and review anticipated future projects.

Submission Instructions:

Please submit your proposal electronically by [Insert Deadline] to [Insert Contact Email]. All questions should be directed to the same email.