



Please check the appropriate box for services your firm is qualified to provide to the TCLRC.
 Title, Escrow, Appraisal
 Realty Services
 Other _____

REALTOR PRE-QUALIFICATION VERIFICATION FORM

NOTE TO CONTRACTORS:

The Trumbull County Land Reutilization Corporation (TCLRC) emphasizes the importance of craftsmanship and quality materials in the performance of work. This emphasis requires a certain level of skill and experience on the part of the Realtor. Consequently, the TCLRC has established a pre-qualification procedure for realtors, and has developed and maintains a list of pre-qualified realtors. Contracts for work are awarded only to pre-qualified realtors.

INSTRUCTIONS:

In order to pre-qualify, the realtors must:

- Complete the Realtor Pre-Qualification in its entirety and submit it to the TCLRC
- Agree to provide equal employment opportunities, as evidenced by realtor's signature on the Equal Opportunity Employment statement
- Submit Certificate of Insurance, confirming the insurance required by the program
- Provide all licenses and certification required by the TCLRC

If, in the opinion of the TCLRC, the realtor meets the program's standards for qualified realtors, the realtor's name will be placed on list of qualified realtors, and contracts will be rotated through said list.

The TCLRC reserves the right to require additional information as a necessary prerequisite to pre-qualification.

Thank you in advance for your cooperation,

The Trumbull County Land Reutilization Corporation Staff

Matt Martin

Executive Director

*** Registration is valid for the calendar year starting January 1st, or any date thereafter during the year, and expires December 31st of same year**



Application Date: _____

REALTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

PROSPECTIVE REALTOR QUALIFICATIONS & EVIDENCE OF RESPONSIBILITY

1) GENERAL REALTOR INFORMATION

Name: _____

Residence Address: _____

Phone: _____ Fax: _____

Mobile: _____ E-Mail: _____

Federal Tax I.D. Number or Social Security Number: _____

Brokerage Name: _____ Address: _____

Contact Person: _____ Phone: _____ Fax: _____

Preferred for of contact: Fax Email Cell Phone Office Phone Mobile Phone Regular Mail

2) ORGANIZATION (Check):

____ Sole Proprietorship/Owner's Name _____

____ Partnership/Partner's Name _____

____ Corporation/Company Name _____

____ Other/Specify _____

____ Union

____ Non-Union

Business Classifications (Check All That Apply)

____ DBE (Disadvantaged Business Enterprise)

____ MBE (Minority Business Enterprise)

____ WBE (Women-Owned Business Enterprise)

____ SBE (Small Business Enterprise)

____ Other (Classification Please List) _____

When was the realty agency organized? _____

How long have you been a realtor under organization? _____

Have you ever defaulted on a contract? ____ Yes ____ No If yes, explain _____

Are you know or have you ever been part of a REALTOR board

If yes, specify name of board _____ NRDS # _____



REALTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

Litigation Information:

Has any kind of judgment, including that which is the result of a regulatory proceeding been rendered against you, in the last ten years, related to those services being proposed herein? Please explain in summary.

3) **LICENSES HELD** (If any) Please describe the type of licenses you possess and the corresponding identification number.

License Number: _____	Expiration Date: _____
License Number: _____	Expiration Date: _____
License Number: _____	Expiration Date: _____
Other _____	

*** Please provide copies of corresponding licenses documentation for each license listed above.**



REALTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

4) **INSURANCE:** NOTE: CERTIFICATION OF INSURANCE MUST BE PROVIDED

Insurance Company: _____

Agent Name: _____

Phone Number: _____

Address: _____

Liability Insurance Policy Number: _____ Expiration Date: _____

Auto Insurance Policy Number: _____ Expiration Date: _____

6) **REALTY EXPERIENCE** – Provide the following general information.

Type of Work: _____

Average Sale Amount: _____

Average Amount of Time to Sell a Property: _____

Number of Properties Serviced at One Time: _____

References: Please provide no fewer than three business references where contract performance has taken place within the last 12 months.

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please provide demographic information of the ownership of your company
(Check All That Apply)

	<u>Male-Owned</u>	<u>Woman-Owned</u>
White American	[]	[]
Black American	[]	[]
Hispanic American	[]	[]
Native American	[]	[]
Asian American	[]	[]
Other _____	[]	[]



REALTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

*I hereby certify that the information provided herein is, to the best of my knowledge and belief true, accurate and complete. I hereby understand that the TCLRC reserves the right to eliminate any contractor from future work with the TCLRC for any reason.

Date

Authorized Signature of Realtor

Company

Please Print Name

Please Return Completed Form To:

Trumbull County Land Reutilization Corporation
Attention: Shawn Carvin
147 West Market Street - Warren, OH 44481
Phone: (330) 469-6828 Fax: (330) 469-6826
Email: shawn@tnpwarren.org
Website: www.trumbullcountylandbank.org

(STAFF USE ONLY)

DATE	ACTION TAKEN



REALTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

EQUAL OPPORTUNITY EMPLOYMENT

This is to certify that the undersigned realty agency is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin, military status (past, present or future), disability, age, genetic information, or sexual orientation, as those terms are defined in Ohio law, federal law and any current executive order of the governor of Ohio. The realty agency shall ensure that applicants are employed and that the employees shall be treated during their employment without regard to their race, color, religion, sex, or national origin, military status (past, present or future), disability, age, genetic information, or sexual orientation. Such action shall include, but not limited to employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

In the event of the realtor's non-compliance with the non-discrimination certification, contracts for work through the Trumbull County Land Reutilization Corporation (TCLRC) may be cancelled, terminated, or suspended in whole or in part, and the realtor may be declared ineligible for further contracts.

Date

Authorized Signature of Realtor

Company

Please Print Name



REALTOR PRE-QUALIFICATION VERIFICATION FORM (continued)

MINIMUM INSURANCE COVERAGE

Each realtor, in order to become pre-qualified to perform work under the Trumbull County Land Reutilization Corporation (TCLRC), shall purchase, maintain current and furnish evidence of the following insurance:

1. GENERAL LIABILITY COVERAGE which may be Comprehensive General Liability with adequate MINIMUM limits of liability:
2. WORKERS COMPENSATION with statutory limits.

NOTE:

The TCLRC reserves the right to: a) waive the minimum limits of liability to some lower limits of liability for certain Contractors performing work involving limited exposure to risk; b) raise the minimum limits of liability to some higher limit for certain realtors performing work involving high exposure to risk and c) require additional types of coverage as need arise.