

## **City of Newburgh**

### **Request for Professional Services**

#### **Property Management**

The City has received the following questions, answers provided below:

1. Have there been any City inspections?
2. How many units does the City manage?
3. What is the average rent for each unit?
4. Is there an estimate of monthly operating costs for each building?
5. Has the City set aside adequate funds to cover expenditures?

The City inspects the properties when they are acquired and works to identify themselves as the new owner of the building. The City provides notices to attorn to each of the tenants. The City currently manages 30 residential units and one commercial unit. There is not a rent collection process in place and therefore, there is not an average rent for the units. The City currently has staff that maintains all properties acquired through the in-rem process (approximately 200). With few processes in place, the City is seeking through the solicitation process, proposals for how to manage properties moving forward through a contract with a professional property management firm.