



REQUEST FOR PROPOSAL
REALTOR SERVICES – SALE OF 32 MAIN STREET WEST,
CHRISTOPHER LAKE, SASKATCHEWAN

1. Purpose

The District of Lakeland No. 521 invites proposals from licensed Saskatchewan real estate brokerages and agents to provide professional realtor services for the marketing and sale of the municipally owned property located at:

32 Main Street West, Christopher Lake, Saskatchewan

The Municipality seeks a realtor with experience in marketing and selling commercial and/or mixed-use properties within Saskatchewan.

2. Scope of Services

The successful proponent will be responsible for:

- Providing a market valuation and recommended listing price.
- Preparing and listing the property on MLS® and other appropriate platforms.
- Developing and implementing a marketing strategy.
- Responding to inquiries and conducting property showings.
- Presenting and negotiating offers.
- Assisting the Municipality through closing.
- Providing regular updates on marketing activity and buyer interest.

3. Proposal Requirements

Proposals should include:

1. Company name and contact information.
2. Name and qualifications of the realtor(s) assigned.
3. Relevant experience with similar property sales.
4. Proposed marketing plan.
5. Commission rate and any additional fees.
6. Two references from recent clients.
7. Confirmation of Saskatchewan real estate licensing and insurance.

4. Selection Process

The Municipality will review all submissions and may contact proponents for clarification or additional information. The Municipality reserves the right to negotiate terms with the preferred proponent prior to entering into an agreement.

5. Term

The agreement shall commence upon award and continue until the sale of the property or termination by either party upon written notice.

6. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Tracey McShannock

CAO

District of Lakeland No. 521

office@lakeland521.ca

Proposals must be received no later than **4:00 p.m. on July 3, 2026**.

7. General Conditions

- The Municipality is not obligated to accept any proposal.
- The Municipality reserves the right to reject any or all proposals.
- The Municipality reserves the right to cancel, amend, or reissue this RFP at any time.
- All costs associated with proposal preparation are the responsibility of the proponent.
- This RFP does not constitute an offer to contract.

8. Contact for Inquiries

Tracey McShannock

CAO

District of Lakeland No. 521

(306)982-2010

office@lakeland521.ca

Property Information

Property Address: 32 Main Street West, Christopher Lake, Saskatchewan

The property is municipally owned and is being offered for sale. Interested proponents are encouraged to familiarize themselves with the property and local market conditions when preparing their submissions. Additional property information may be obtained by contacting the Municipality.