

REQUEST FOR PROPOSAL

Title Search Services for Housing Rehabilitation Program

The Town of Salem has been awarded a 2014 Small Cities Community Development Block (CDBG) Grant by the State of Connecticut's Department of Housing.

The purpose of the Small Cities CDBG grant is to assist low and moderate income homeowners in making needed improvements to their homes. One of the activities of the program is to conduct a title search on each individual property. The title search to be conducted must include the following items: property description/schedule A; encumbrances, liens, easements, rights of way, tax check, flood plain location, and names of current owners. On behalf of the Town, Lisa Low & Associates is seeking proposals from qualified title search firms to fulfill the required activity. Proposals must include the following:

- a. Bio of firm;
- b. Qualifications of firm;
- c. Resumes of those proposed to conduct title searches;
- d. Insurance including title insurance and errors & omissions;
- e. Proposed fees for service;
- f. Turn Around Time.

Please submit proposals via USPS to:

Lisa Low & Associates, 293 Riggs Street, Oxford, CT 06478

By 10:00 a.m. on Friday, July 22, 2015.

Questions may be asked by calling Lisa Low at 203-888-5624 or emailing lisalowassociates@comcast.net.

**EQUAL OPPORTUNITY EMPLOYER/AFFIRMATIVE ACTION
SBE/WBE/MBE FIRMS AND SECTION 3 DESIGNATED FIRMS
ARE ENCOURAGED TO APPLY.**