



Request for Proposals (RFP) for Property Management Services

Proposal Closing:
5:00pm April 15, 2025

Proposals must be submitted on or before the proposal closing date and time stated above to
Port of Siuslaw
C/O kelly@portofsiuslaw.com
100 Harbor St. Florence, OR 97439

Proposals will be reviewed April 16, 2025 by Port of Siuslaw Commissioners and an intent to award will be determined.

The Port of Siuslaw is seeking proposals to select a professional firm to provide property management services for its Marina and Campground located at 6516 Hwy 101, Florence OR, 97439. In general, the property manager selected as a result of this process will provide rent collection, eviction, inspections, tenant move in/out, accounting and financial reports and work cooperatively with the Port of Siuslaw staff to manage the property.

Qualifications –

Provide information regarding the firm's experience with related to property management, tenant relations, accounting and financial reporting.

Provide a description of the firm's fee structure, estimate management fees for services provided and a method for billing services.

Become familiar with and maintain existing tenant lease agreements,
Provide, issue, accept and process possible future rental/lease agreements or existing tenant lease renewals,
Maintain up to date knowledge of pertinent tenant laws,
Enforce tenants' leasehold obligations,
Respond to owner and tenant related requests and trouble calls,
Handle tenant relations
Collect and account for rents, deposits and all other related financial agreements,
Work with tenants in the course of enforcing rent and all other related financial agreements,

The Port of Siuslaw reserves the right to reject any and all proposals received as a result of this request for proposal, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the Port of Siuslaw.