



## **EXPRESSION OF INTEREST**

### **APPOINTMENT OF A PANEL OF LICENSED REAL ESTATE AGENTS**



## **TABLE OF CONTENTS**

<b>1</b>	<b>THE OPPORTUNITY.....</b>	<b>1</b>
1.1	Background .....	1
<b>2</b>	<b>The EOI Process .....</b>	<b>1</b>
2.1	EOI Rationale .....	1
2.2	Description of Services Required .....	1
2.3	EOI Outcome .....	1
<b>3</b>	<b>Information Required to Be Submitted.....</b>	<b>2</b>
3.1	Business Profile.....	2
3.2	Experience and Capability .....	2
3.3	Financial Viability .....	3
<b>4</b>	<b>Evaluation Criteria .....</b>	<b>3</b>
4.1	Evaluation Criteria .....	3
<b>5</b>	<b>Evaluation Process .....</b>	<b>3</b>
5.1	Process .....	3
5.2	Questions and Clarifications.....	3
5.3	Responses to Questions .....	4
5.4	Ranking .....	4
<b>6</b>	<b>Lodgment of Proposal .....</b>	<b>4</b>
6.1	Lodgment of EOI.....	4
6.2	Complying Proposals .....	5
<b>7</b>	<b>General Terms and Conditions.....</b>	<b>5</b>
7.1	Compliance with Requirement.....	5
7.2	Information Documents .....	5
7.3	Changes to this Request .....	5
7.4	Freedom of Information .....	5
7.5	Conflict of Interest .....	5
7.6	Probity.....	6
7.7	Material Change in Circumstances or Structure .....	6
7.8	Cost of Preparation of Proposals.....	6
7.9	Lobbying .....	6
7.10	Collusive Tendering .....	6
7.11	Waiver .....	6
7.12	Right to Negotiate .....	7
7.13	Clarifications and Presentations.....	7
7.14	Absence of Obligation .....	7
7.15	Reservation of Rights.....	7
7.16	Proponent to Inform Itself Fully .....	8
7.17	Disclaimer .....	8
7.18	Duration of Validity of Proposals.....	8
7.19	Change in Membership of Proponents .....	8
7.20	Confidentiality .....	9
7.21	Goods and Services Tax (GST).....	9
7.22	Additional Information .....	9
7.23	Addenda .....	9

## **ATTACHMENTS**

The following attachments form part of the EOI



- 1 Declaration and EOI Application Form
- 2 Returnable Schedule A



## **1 THE OPPORTUNITY**

### **1.1 Background**

Kempsey Shire Council wishes to create a panel of licensed real estate agents to market and sell Council owned real estate.

Periodically, Council resolves to dispose of land and/or buildings that it considers to be surplus to requirements. To assist Council in fulfilling these resolutions, the services of licensed real estate agents are now sought.

Expressions of Interest (EOI) are invited from licensed real estate agencies or individual licensed agents who wish to be considered for inclusion on a panel.

Once formed, the panel will be constituted for a period of 5 (five) years.

## **2 THE EOI PROCESS**

### **2.1 EOI Rationale**

The disposal of publicly owned assets such as Council owned land and/or buildings is to be conducted in an open and transparent manner and is to have regard to achieving the best possible monetary return for the residents and ratepayers of the Kempsey Shire.

As such, the disposal of surplus properties will, in most instances, occur by public auction. There may, from time to time, be instances where exclusive sale to an adjoining landowner, expression of interest or tender may be the better methodology to achieve the desired outcome as stated in the preceding paragraph.

### **2.2 Description of Services Required**

For any and every property to be sold, the appointed Agency/Agent will be required to:

- Undertake site inspections as necessary to assess the most constructive method of disposal and marketing methodology
- Provide a written Services Delivery Plan including proposed marketing and sale methodology and any alternate strategies to maximise the sale price
- Undertake all marketing and advertising
- Unless sold in a shorter period, provide a written report to Council on a monthly basis on the progress of the marketing and advertising campaign
- Undertake all meetings with prospective buyers as required
- If not being sold by public auction, report, in writing, all reasonable offers to Council for consideration

### **2.3 EOI Outcome**

The EOI process aims to provide Council with Proposals from licensed and experienced Agencies/Agents. Written proposals should be of a high quality.



### **3 INFORMATION REQUIRED TO BE SUBMITTED**

The following information is required to be submitted. Proposals that do not provide the information listed below will be deemed to be non-complying:

- Scale of fees (Commission) expressed on a GST Exclusive basis for a sole agency agreement
- Scale of fees (Commission) expressed on a GST Exclusive basis for a shared/multiple agency agreement
- Demonstrated track record in selling property in various classes as nominated by the Agency/Agent in this EOI.

Council recognises that not all Agencies/Agents may necessarily operate in all 55 (fifty five) geographic localities that comprise the Kempsey Shire; nor all Agencies/Agents may engage in the sale of all classes of real estate, such as residential, industrial, vacant rural land etc. Attached to this EOI is a Schedule that lists all 55 geographic localities and the various classes of real estate. All Agencies/Agents submitting an EOI are required to complete the attached Returnable Schedule A.

Proposals submitted must also directly address the information requirements set out below. To facilitate the evaluation process and promote fairness and comparability, proponents are required to structure their proposal in accordance with this EOI.

#### **All submissions must include:**

- A completed EOI Application Form**
- A completed Returnable Schedule A**

If information requested is not supplied, the Evaluation Panel has the discretion to discontinue further consideration of the proponent's submission.

Proponents are requested to provide the following information for evaluation:

#### **3.1 Business Profile**

Full details of the Agency/Agent including:

- Trading Name(s) of the Agency or:
- Name of individual agent if not a registered company
- Business Address(es)
- Contact details (telephone, email)
- ABN/ACN of the Agency/Agent
- Company/business name (if applicable)

#### **3.2 Experience and Capability**

Proponents must demonstrate they have the capability and experience to sell property in the classes nominated.



### 3.3 Financial Viability

Proponents must demonstrate that they or their company is financially viable and must provide:

- Evidence that the Agency is commercially viable.
- Agreement that Council may complete company searches and due diligence reports on Agencies/Agents submitting an EOI Proposal.

## 4 EVALUATION CRITERIA

### 4.1 Evaluation Criteria

An Evaluation Panel (Panel) will review EOI proposals against the following criteria:

- Agency commission submitted (70%)
- Demonstrated capability of the proponent (30%)

## 5 EVALUATION PROCESS

### 5.1 Process

The evaluation of proposals in response to this EOI will be the responsibility of the EOI Panel. The Panel may be assisted by selected independent advisers and a probity auditor.

The Panel's Terms of Reference will include, but not be limited to, the following:

- Evaluate proposals in accordance with the evaluation criteria,
- Report on the findings of its evaluation.

The recommendations of the EOI Panel in respect of the successful proposal will be reported to Council for endorsement.

### 5.2 Questions and Clarifications

**Any enquiries** that proponents may wish to make to clarify their interpretation of the EOI or for any other purpose should be submitted via [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au) by no later than **Friday 4pm, 11 August, 2017** with the following wording in the subject line: 'Appointment of a Panel of Licensed Real Estate Agents - EOI Question'.

If acknowledgement is not received, proponents should assume their questions have not been received.

The Kempsey Shire Council's contact officer is:

**Vicki Thomas on 6566 3204**



### 5.3 Responses to Questions

Enquiries and Council's responses will be provided to all proponents via email. A response in writing to questions submitted by proponents will be provided as quickly as possible after receipt. However, the nature and extent of the questions will determine the timeframe within which a response is made.

### 5.4 Ranking

Any ranking of proponents that may result from the evaluation process will not be disclosed to proponents.

## 6 LODGMENT OF PROPOSAL

### 6.1 Lodgment of EOI

Lodgment of the proposal (including a completed Declaration EOI Application Form and completed Returnable Schedule A) can be made electronically via [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au) – APPOINTMENT OF A PANEL OF LICENSED REAL ESTATE AGENTS), by post or manually through Council's tender box, located at the Customer First Centre, 22 Tozer St, West Kempsey and must be submitted by **4pm , 11 August, 2017**.

For submissions that are posted or hand delivered, each proposal must be enclosed in a sealed envelope or packaging and prominently marked with the following details:

- Proponent name
- Response to Expression of Interest – APPOINTMENT OF A PANEL OF LICENSED REAL ESTATE AGENTS)

#### Postal

General Manager  
Kempsey Shire Council  
PO Box 3078  
WEST KEMPSEY NSW 2440

#### Hand delivered

Tender Box  
Kempsey Shire Council  
22 Tozer Street  
WEST KEMPSEY NSW 2440

For postal or hand delivered proposals, please provide one original marked *Original* and two (2) copies (marked *Copy 1, Copy 2*). One copy must be unbound.

Posted or hand delivered submissions are to be received by **4pm 11 August 2017**

While textual and graphics should be submitted in PDF, any financial material should be submitted in such a way as to allow the Panel to view and interrogate the program and the data. Where a proposal comprises more than one envelope or package, each envelope or package must be marked as above and carry an indication of the number of envelopes or packages in total (i.e. 1 of 2; 2 of 2 etc.) Kempsey Shire Council will refuse to consider proposals that are submitted after the closing time and date.



## **6.2 Complying Proposals**

Proponents must submit a complying proposal. A complying proposal is one that substantially complies with the requirements of this EOI. Where a proposal does not substantially comply with the requirements of this EOI, the Panel may determine in its absolute discretion whether such non-complying proposal may be considered for evaluation. The same standard of discretion be exercised for each proposal.

# **7 GENERAL TERMS AND CONDITIONS**

## **7.1 Compliance with Requirement**

Proponents must comply with the information and instructions provided in this EOI.

## **7.2 Information Documents**

Proponents must, in submitting details, take into consideration this EOI and the supporting self-completion documents found in the Attachments.

## **7.3 Changes to this Request**

Council reserves the right to amend the process and procedures set out in this EOI by notice in writing to Proponents. Should this extend to altering the specific objective or extending the scope of this EOI, Council will issue further such changes in writing (Addenda) which will apply to any amended process and procedures. To the extent permitted by law, proponents will have no claim against Council with respect to the exercise, or failure to exercise, such rights.

## **7.4 Freedom of Information**

Proposals and any other information provided by proponents (information) are subject to the provisions of the Government Information (Public Access) Act 2009 (the Act). Proponents should note the Act gives to members of the public rights of access to documents of the NSW Government and its agencies.

All or part of the information may be disclosed to third parties if there is a requirement to do so under the provisions of the Act. Any information that is commercially sensitive or confidential must be marked 'commercial and confidential'. This special notation must not be used unless the information is genuinely confidential. Marking information as 'commercial and confidential' will not necessarily prevent disclosure of the information in accordance with the Act. Any decision to release information will be determined by the requirements of the Act. Proponents will not be entitled to make any claim in relation to any actions taken in relation to, or under, the Act.

## **7.5 Conflict of Interest**

Any proponent with a real or perceived conflict of interest must declare that interest to Kempsey Shire Council as soon as the conflict is identified. Where a conflict of interest arises it must be assessed and resolved in favor of the public interest by the relevant parties. All parties are required to ensure that their performance in respect of identifying, declaring and resolving any conflict of interest is beyond reproach.





## **7.6 Probity**

A proponent will not offer any incentive, or otherwise attempt to influence any persons who are either directly or indirectly involved in the evaluation of the proposal.

If Council determines that a proponent has violated this condition, or the proponent has otherwise engaged in such conduct, the proponent may be disqualified from further consideration at Council's absolute discretion.

## **7.7 Material Change in Circumstances or Structure**

Without limiting the above, each proponent must promptly inform Council in writing of any material change to any information contained in the proponent's proposal following lodgment of the proposal and of any material change in circumstances that may affect the truth, completeness or accuracy of any information provided in or in connection with the proposal. Council may also require proponents to confirm in writing that no such material changes have occurred.

## **7.8 Cost of Preparation of Proposals**

All costs and expenses incurred by the proponents in any way associated with the development and preparation of proposals, including but not limited to attendance at meetings, discussions and providing any additional information required by Council, will be borne entirely and exclusively by the proponents.

## **7.9 Lobbying**

Proponents are not permitted to approach or canvass elected Councillors in any way. Under the Regulations, any such proposal or expression of interest will be automatically disqualified.

## **7.10 Collusive Tendering**

Proponents must not communicate, directly or indirectly, with any other proponents (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals. Each proposal must be submitted without any collusion, or knowledge, in the preparation of or about any other proposal. Submission of a proposal is deemed to be a representation and warranty by the proponent submitting that proposal that it has complied with the requirements of this paragraph. If Kempsey Shire Council determines that a proponent has violated this condition, Kempsey Shire Council is entitled to disqualify that proponent and to reject its proposal as being invalid.

## **7.11 Waiver**

The Council may, at its discretion, waive any requirement or obligation under the EOI or any other replacement, amended or varied EOI. Any such waiver will not affect any other requirements or obligations contained in the EOI or other replacement, amended or varied EOI.

The EOI and all statements and information made in relation to it reflects Council's current intentions only. The information and intentions set out in the EOI may change at any time without notice. Proponents proceed at their own risk.



Council has endeavored to provide accurate information in this EOI. However, no warranties in that respect are given by Council. Council is not liable for any inaccuracies in any information in this document or in any information accompanying, or referred to, in this document or subsequently made available by Council. Council is not liable in relation to any claim that a proponent or any other person was disadvantaged by a lack of information or because any information provided to it was ambiguous or inaccurate.

Council is under no obligation to give reasons for any decision made or not made in relation to this EOI including, but not limited to, any of the proposals received.

There is no legal or other relationship between any proponent and Council enforceable at the suit of the proponent arising from this EOI or the process outlined in it. The risk, responsibility and liability connected with reliance by any proponent or any other person on this EOI, or any other such information referred to or accompanying the EOI, or any written or oral statements made to any proponent or any person in connection with this EOI, is solely that of each proponent.

Council will ensure the same level of discretion is exercised for each proposal.

#### **7.12 Right to Negotiate**

Following the Closing Date for proposals, Council may negotiate with one or more proponents on any matter that Council may determine.

#### **7.13 Clarifications and Presentations**

Following receipt of the proposals and prior to selecting proponent(s), Council reserves the right to seek clarification with proponents where appropriate. A proponent may be requested to make oral presentations of its proposal to Council, its committees and advisers.

#### **7.14 Absence of Obligation**

No legal or other obligation shall arise between a proponent and Council unless and until formal documentation has been signed.

#### **7.15 Reservation of Rights**

In addition to any reserved rights set out elsewhere in this EOI, Council reserves the right, without assigning any reasons, to:

- Negotiate with one or more proponent at any time without prior notice to any other recipient of this EOI terminate at any time further participation in this process by any party
- Not proceed with the EOI
- Proceed with the invitation on a basis or on terms different to those described in this EOI
- Terminate the process at any time or modify any aspect of this process, including, without limitation, Council's objectives, the evaluation process, the evaluation criteria, timetable or any proposed contractual arrangements



- Cancel, vary, supplement or supersede this EOI or any of the matters set out in it at any time
- Postpone, delay, suspend or cancel the process
- Publish the names of proponents and preferred proponents

### **7.16 Proponent to Inform Itself Fully**

Each proponent should make its own independent assessment of the information contained in this EOI and its accompanying documents together with any other documents referred to in this EOI. It should inform itself fully of the nature and extent of the project and all relevant matters

Each proposal should be based on such examinations, investigations, deductions, conclusions and information, as the proponent deems necessary. Council will not be liable for any incorrect, misleading or omitted information, whether in connection with the EOI or at any other time. A proponent that acts or relies on the information contained in or accompanying this EOI does so entirely at its own risk.

The information contained in this EOI is subject to review and change without notice. In the event of a change being made that would substantially affect or alter the nature of this EOI, Kempsey Shire Council will promptly advise each proponent.

### **7.17 Disclaimer**

Council and its officers and consultants make no representation or warranty, express or implied, to any proponent or any of its officers or consultants:

- That any information of any nature whatsoever in relation to this EOI including the accompanying documents, whether provided in this EOI or otherwise and whether provided on, before or after the date of this EOI, is or will be, accurate or complete
- That reasonable care has been or will be taken in completing, preparing or providing such information

### **7.18 Duration of Validity of Proposals**

Each proposal in response to this EOI is valid until execution of agreement with a successful proponent with such agreement to comprise a letter of appointment to the Panel. The Panel shall have a life of 5 (five) years from the date of the letter of appointment.

### **7.19 Change in Membership of Proponents**

Each proponent must promptly inform Council in writing of any change in membership of proponents following lodgment of the proposal, and of any change in membership of proponents that may affect the truth, completeness or accuracy of any information provided in, or in connection with, the proposal. Council may also require proponents to confirm in writing that no change in membership of proponents have occurred.



## 7.20 Confidentiality

**Commercial interests:** Council is mindful of protecting the commercial interests of the proponents, including the protection of their confidential information. The law does not protect; neither does Council wish to protect, information that is not truly confidential. It is therefore essential that each proponent identify those portions of their proposal they believe are truly confidential. A statement that the entire proposal is confidential is unlikely to be true and will not be accepted unless the proponent can demonstrate that it is true.

**Confidentiality:** Once proponents have made such an identification, Council will take all reasonable steps to ensure the confidentiality of that information, and seek written approval of the proponent prior to the release of such information beyond those parties involved in the review and approval process, but not so as to prevent disclosure to Council's consultants or other agents, the Minister for Local Government or disclosures which are required by law, including disclosure pursuant to the *Government Information (Public Access) Act 2009*.

**Law:** Nothing contained in this EOI shall prohibit either party from disclosing to any person any information that it believes in good faith is required to be disclosed by law.

## 7.21 Goods and Services Tax (GST)

A proponent must submit their offer for services **exclusive of GST**.

## 7.22 Additional Information

Council reserves the right to issue further information to proponents as and when required.

## 7.23 Addenda

Council may issue Addenda to this EOI or any other part of the EOI to modify or clarify it in any manner and all such Addenda shall become part of the EOI.



## ATTACHMENTS

### DECLARATION AND EOI APPLICATION FORM

#### Appointment of a Panel of Licensed Real Estate Agents

##### 1. Lodgment of EOI

Lodgment of the proposal (completed Attachment 1 and associated documents) can be made electronically via [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au) – APPOINTMENT OF A PANEL OF LICENSED REAL ESTATE AGENTS), by post or manually through Council's tender box, located at the Customer Service Centre, Tozer St, West Kempsey and must be submitted by **4pm , Friday 11 August, 2017**.

For submissions that are posted or hand delivered, each proposal must be enclosed in a sealed envelope or packaging and prominently marked with the following details:

- Proponent name
- Response to Expression of Interest – APPOINTMENT OF A PANEL OF LICENSED REAL ESTATE AGENTS)

##### Postal

General Manager  
Kempsey Shire Council  
PO Box 3078  
WEST KEMPSEY NSW 2440

##### Hand delivered

Tender Box  
Kempsey Shire Council  
22 Tozer Street  
WEST KEMPSEY NSW 2440

For postal or hand delivered proposals, please provide one original marked *Original* and two (2) copies (marked *Copy 1, Copy 2*). One copy must be unbound.

Posted or hand delivered submissions are to be received by **4pm Friday 11 August 2017**

While textual and graphics should be submitted in PDF, any financial material should be submitted in such a way as to allow the Panel to view and interrogate the program and the data. Where a proposal comprises more than one envelope or package, each envelope or package must be marked as above and carry an indication of the number of envelopes or packages in total (i.e. 1 of 2; 2 of 2 etc). Kempsey Shire Council will refuse to consider proposals that are submitted after the closing time and date.

##### Complying Proposals

Proponents must submit a complying proposal for the Assessment Panel's consideration. A complying proposal is one which substantially complies with the requirements of this EOI. Where a proposal does not substantially comply with the requirements of this EOI, the Panel may determine in its absolute discretion whether or not such non-complying proposal may be considered for evaluation.



## **2. Evaluation Criteria and Rating Score**

An Evaluation Panel (Panel) has been established to review EOI proposals and make recommendations. EOI proposals will be assessed against the following criteria:

- Agency commission submitted (70%).
- Demonstrated capability of the proponent (30%).



**APPLICATION FORM**

**Section One: Proponent Information**

**1. Company OR Business Name OR Name of Agent**

.....

**2. ACN..... ABN.....**

**3. Registered Business Address**

.....

**4. Contact Name.....**

**5. Contact Phone Numbers:**

Business Landline..... Mobile.....

**6. Particulars (names and addresses) of company directors and office bearers**

Director.....

Director.....

Director.....

**(Please add further lines if more company directors)**

**7. Names and addresses of any other persons having a financial interest in the business and the nature of their interest.**

.....

.....

**8. Number of Years Agency OR Individual Agent has been licensed?  
.....Years**

*Signed for the Proponent by:* ..... *Date:* .....

*Name (in block letters):* ..... *(Authorised Officer)*

In the Office Bearer capacity



**Section Two: Company/ Business Experience and Capability**

**9. Please list below a summary of experience in marketing and selling real estate. You may also attach other relevant information to highlight your company/business experience.**

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

**10. Please List below Two Company Referees (who may be contacted by Council)**

**Referee 1:** Name:.....Email.....

Contact Telephone Number.....

Project or Relationship Details for providing reference:.....

.....

**Referee 2:** Name:.....Email.....

Contact Telephone Number.....

Project or Relationship Details for providing reference:.....

.....

*Signed for the Proponent by:* ..... *Date:* .....

*Name (in block letters):* ..... *(Authorised Officer)*

In the Office Bearer capacity





**Section Three: Financial Viability**

**11. Proponents must demonstrate their company/business is financially viable and must provide:**

- A written statement by a registered CPA that the company/business is financially viable.

**12. Agreement that, if required, Council at their cost can complete company/business searches and due diligence reports on the company/business (please tick appropriate response box).**

- I agree Kempsey Shire Council can at their cost complete company searches for financial due diligence purposes
- I do not agree Kempsey Shire Council can at their cost complete company searches for financial due diligence purposes

**Section Four: Declaration**

Proponents must ensure that each page of the application has a signed declaration.

*Signed for the Proponent by:* ..... *Date:* .....

*Name (in block letters):* ..... *(Authorised Officer)*

In the Office Bearer capacity



## **RETURNABLE SCHEDULE A**

**I/We wish to be considered for the sale of real estate in the following localities. Place a tick in the box next to the locality.**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Aldavilla        | <input type="checkbox"/> Gladstone     | <input type="checkbox"/> Sherwood         |
| <input type="checkbox"/> Arakoon          | <input type="checkbox"/> Grassy Head   | <input type="checkbox"/> Skillion Flat    |
| <input type="checkbox"/> Austral Eden     | <input type="checkbox"/> Greenhill     | <input type="checkbox"/> Smithtown        |
| <input type="checkbox"/> Barraganyatti    | <input type="checkbox"/> Hampden Hall  | <input type="checkbox"/> South Kempsey    |
| <input type="checkbox"/> Bellbrook        | <input type="checkbox"/> Hat Head      | <input type="checkbox"/> South West Rocks |
| <input type="checkbox"/> Bellimbopinni    | <input type="checkbox"/> Hickeys Creek | <input type="checkbox"/> Stuarts Point    |
| <input type="checkbox"/> Belmore River    | <input type="checkbox"/> Jerseyville   | <input type="checkbox"/> Summer Island    |
| <input type="checkbox"/> Burnt Bridge     | <input type="checkbox"/> Kempsey       | <input type="checkbox"/> Temagog          |
| <input type="checkbox"/> Clybucca         | <input type="checkbox"/> Kinchela      | <input type="checkbox"/> Toorooka         |
| <input type="checkbox"/> Collombatti      | <input type="checkbox"/> Old Station   | <input type="checkbox"/> Turners Flat     |
| <input type="checkbox"/> Comara           | <input type="checkbox"/> Pola Creek    | <input type="checkbox"/> Verges Creek     |
| <input type="checkbox"/> Corangula        | <input type="checkbox"/> Kundabung     | <input type="checkbox"/> West Kempsey     |
| <input type="checkbox"/> Crescent Head    | <input type="checkbox"/> Millbank      | <input type="checkbox"/> Willawarrin      |
| <input type="checkbox"/> Deep Creek       | <input type="checkbox"/> Mooneba       | <input type="checkbox"/> Willi Willi      |
| <input type="checkbox"/> Dondingalong     | <input type="checkbox"/> Moparrabah    | <input type="checkbox"/> Wittitrin        |
| <input type="checkbox"/> East Kempsey     | <input type="checkbox"/> Mungay Creek  | <input type="checkbox"/> Yarrahapinni     |
| <input type="checkbox"/> Euroka           | <input type="checkbox"/> Rainbow Reach | <input type="checkbox"/> Yarravel         |
| <input type="checkbox"/> Fishermans Reach | <input type="checkbox"/> Seven Oaks    | <input type="checkbox"/> Yessabah         |
| <input type="checkbox"/> Frederickton     |  |   |

**I/We wish to be considered to sell the following classes of real estate. Place a tick in the box next to the class of real estate.**

- Residential (with dwelling)
- Residential (vacant)
- Rural land (vacant acreage)
- Commercial (with building)
- Industrial (with building)