

Question 1

The request for proposal mentions that the manager must follow a records storage procedure. Could you send me this procedure and, more particularly, the electronic records management procedure?

Answer 1

Please refer to the attached CMHC records management policy. However, this document must be used solely and exclusively for purposes related to the current Request for Proposal for real estate brokerage services for properties with 1 to 6 units.

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Question 2

Is it necessary for all vendors to be registered with all real estate boards? We currently partner with various brokers of different real estate boards to service contracts as part of our business model. Is this something acceptable for CMHC – Quebec?

Answer 2

It is not necessary for each supplier to be registered with each real estate board. However, the proponent must be registered with all real estate boards or, where not registered with a particular real estate board, have an agreement with a “subcontractor” registered with that real estate board.