



**OCF REALTY**  
**PROPERTY**  
**MANAGEMENT**  
**SERVICES**

**BUY • RENT • SELL • DEVELOP • MANAGE**



## PHILADELPHIA'S LEADING PROPERTY MANAGEMENT GROUP

Welcome to OCF Realty, Philadelphia's leading neighborhood real estate and property management group. Our premier team is made up of locally-based and expert property managers, leasing agents and master contractors; all who are here to service your investment day and night. From tenant relations to accounting services, OCF Realty provides you with an array of sophisticated solutions that take the guess work out of property management.

Since opening our doors in 2008, we have innovated property management and marketing in Philadelphia. Whether you need marketing and leasing services or require our full-service property management package, we have what it takes to successfully oversee your real estate investments.

Not sure whether you need a Marketing & Leasing Package or a full service Property Management Package? That's not a problem. Read through this informative packet for an outline of our services. Rest assured, you have come to the right place.

We look forward to working for you!

Sincerely,

The OCF Team

# MARKETING & LEASING

*It is vital to market your home or apartment at the right time and price the first go around. Attracting the perfect renter can be cumbersome, expensive and at times, overwhelming to a busy homeowner or developer. That's where we come in. Our Marketing and Leasing Package is a sure fire way to ensure your property gets rented quickly and easily!*

## ✘ DEDICATED ACCOUNT REPRESENTATIVE

- One Point Person for all Communications
- Provide weekly feedback regarding showings and application process

## ✘ MARKETING SERVICES

- Capture Professional Photographs
- Write Detailed Property Descriptions for Each Listed Unit
- Create and Distribute Marketing Collateral
- Market and Advertise on Consumer Realty Sites
- Feature Property Listings on OCF Realty site
- Enact Social Media Marketing
- Cooperate with other Brokers via TREND MLS

## ✘ TENANT SCREENING & APPLICATIONS

- Process Rental Applications & Fees
- Check Employment & Eviction History
- Verify Credit Scores and History

## ✘ LEASING AGREEMENTS

- Facilitate Lease Agreements with all Parties Involved
- Ensure Leases End
  - a). During peak seasons
  - b). Before the end of the month to allow for move-outs, move-ins and inspections
- Ensure Utilities are Transferred to Current Tenant(s) prior to move-in





# PROPERTY MANAGEMENT

*Our Property Management Package is for property owners who want comprehensive management services. Our network of trained professionals and industry resources are at your service. This includes Appfolio, the leading property management software system on the market. With a virtual maintenance center to streamline dispatches, maintain invoices and tenant communication, this sophisticated online system allows us to focus on people, not paperwork.*

## **✕ LICENSES**

- Business Privilege License (free)
- Housing Rental License (annual fee)
- Rental Suitability License (free)
- Monitor PWD, PGW, Code Enforcement, Code Violation & Zoning Information

## **✕ MOVE-INS & MOVE-OUTS**

- Document All Move-In & Move-Out Inspections
- Coordinate Move-Ins with Existing & New Tenants
- Offer Professional Cleaning Services
- Issue and Collect Keys

## **✕ CONDO ASSOCIATIONS (WHERE APPLICABLE)**

- Maintain By-Laws Established by the Condo Board
- Act on Behalf of the Condo Association

## **✕ TENANT COMMUNICATION & SERVICES**

- Enforce All Rules and Regulations
- Activate Tenant Online Payment and Maintenance Accounts
- Communicate Rent and/or Utility Increases
- Manage Lease Renewals & Cancellations (60-90 days before scheduled lease termination date)
- Collect Late Fees for Delinquencies
- Oversee Evictions and Resolutions of Legal Matters

## **✕ MAINTENANCE SERVICES**

- Capture Pictures of Repairs & Record Invoices
- Coordinate and Schedule Service Calls
- Diagnose Non-Emergency Issues On-Site
- Rely on an In-House Network of Specialists; 24-hour Emergency Services
- Secure Approvals at Owners Request
- Work Order Statement available

## **✕ ACCOUNTING SERVICES**

- Set up ACH Direct Deposit to Checking or Saving accounts
- Issue Monthly Expense and Income Statements
- Send Monthly Customized Accounting Reports
- Facilitate Year End Statements and 1099's

# LEASING & PROPERTY MANAGEMENT

## AGREEMENT

This Agreement is made and entered into on \_\_\_\_\_ (DATE) between

\_\_\_\_\_ (OWNER) and OCF Realty LLC (MANAGER)

Owner hereby employs the services of Manager to manage, operate, control, and lease the following described properties:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ # of Rental Units: \_\_\_\_\_

Listing Price: \_\_\_\_\_

### OCF REALTY MARKETING AND LEASING PACKAGE

To advertise the property and display signs thereon; to rent and lease the property, to run and verify tenants credit, employment history, and landlord references; and to draft and execute a lease.

#### OWNER AGREES TO COMPENSATE MANAGER AS FOLLOWS:

1 Month Rent for Procurement of Tenant.

### OCF REALTY PROPERTY MANAGEMENT PACKAGE

Owner hereby appoints Manager as his lawful agent and attorney-in-fact with full authority to do any and all lawful things necessary for the fulfillment of this Agreement, including the following:

To collect all rents as they become due, giving receipts therefore and to render to Owner a monthly accounting of rents received and expenses paid out; and to remit to Owner all income, less any sums paid out.

To make or cause to be made all decorating, maintenance, alterations and repairs to the property and to hire and supervise all employees and other labor for the accomplishment of same.

To sign, renew and cancel rental agreements and leases for the property or any part thereof; to sue and recover for rent and for loss or damage to any part of the property and/or furnishings thereof; and, when expedient, to compromise, settle and release any such legal proceedings or lawsuits.

The property owner authorizes employees of OCF Realty LLC, to represent them, make settlements and payments in matters pertaining to the City of Philadelphia regarding the operation of the owner's property(ies) in accordance with the codes and laws of the City of Philadelphia. OCF Realty LLC is authorized to obtain Philadelphia Property and Business Tax, PWD, PGW, Code Enforcement, Code Violation and Zoning Information from the City of Philadelphia to effectively manage the properties.

#### OWNER AGREES TO COMPENSATE MANAGER AS FOLLOWS:

1 Month Rent for Procurement of New Tenant + \$250 for lease renewals + \$110 per month for the first occupied property or unit and \$85 per month for each subsequent property or unit. Owner will not pay Manager for unoccupied unit(s).

### LIABILITY OF MANAGER

Owner hereby agrees to hold Manager harmless from any and all claims, charges, debts, demands and lawsuits, including attorney's fees related to his management of the herein-described property, and from any liability for injury on or about the property which may be suffered by any employee, tenant or guest upon the property.

### TERM OF AGREEMENT

This Agreement shall be effective as of \_\_\_\_\_ and shall expire 12 months later.

Upon expiration of the above initial term, this Agreement shall automatically be renewed and extended for a like period of time unless terminated in writing by either party by providing written notice 60 days prior to the date for such renewal. This Agreement may also be terminated by written notice of the parties at any time with 90 day written notice. Upon termination Owner shall pay to Manager any fees, commissions and expenses due to Manager under terms of this Agreement, which are owing to Manager.

This document represents the entire Agreement between the parties hereto.

IN WITNESS WHEREOF, the parties hereto hereby execute this Agreement.

\_\_\_\_\_ (OWNER) \_\_\_\_\_ (DATE)

\_\_\_\_\_ (MANAGER) \_\_\_\_\_ (DATE)

# PROPERTY DETAILS

PLEASE CHECK ALL THAT APPLY

## APPLIANCES

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Microwave           | <input type="checkbox"/> Stove                       | <input type="checkbox"/> Washer/Dryer <b>SHARED IN BUILDING</b> |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Refrigerator        | <input type="checkbox"/> Washer/Dryer <b>IN UNIT</b> | <input type="checkbox"/> Washer/Dryer <b>COIN OPERATED</b>      |
| <input type="checkbox"/> Gas Appliances   | <input type="checkbox"/> Electric Appliances |  |   |

## PROPERTY FEATURES

- |                                       |                                      |                                       |  |
|---------------------------------------|--------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Central Air | <input type="checkbox"/> Central Heat | <input type="checkbox"/> Finished Basement |
| <input type="checkbox"/> Deck         | <input type="checkbox"/> Patio       | <input type="checkbox"/> Roof Deck    | <input type="checkbox"/> Parking Spot      |
| <input type="checkbox"/> Alarm System |                                      |                                       | NO. OF SPOTS: _____                        |
| CODE: _____                           |                                      |                                       | PRICE PER SPOT: _____                      |
| MONITORING COMPANY: _____             |                                      |                                       |  |

## UTILITIES (CHECK IF THE LANDLORD OR TENANT IS RESPONSIBLE)

- |                   |                                   |                                 |
|-------------------|-----------------------------------|---------------------------------|
| Gas               | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |
| Electric          | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |
| Alarm System      | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |
| Phone/Internet/TV | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |
| Water             | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |

## PETS

- Are pets permitted?  Yes  No
- DOGS OK \_\_\_\_\_
- CATS OK \_\_\_\_\_

## LOCATION OF ITEMS

- Condenser \_\_\_\_\_
- Air handler/boiler \_\_\_\_\_
- Gas meter \_\_\_\_\_
- Electric meter \_\_\_\_\_
- Hot water tank (ELECTRIC OR GAS) \_\_\_\_\_
- Shut off valve for outside faucet \_\_\_\_\_
- Main water shut off \_\_\_\_\_
- Washer/Dryer \_\_\_\_\_
- Cable hook ups (FOR MULTI-UNIT BUILDINGS) \_\_\_\_\_

## ADDITIONAL DETAILS

- Paint Colors \_\_\_\_\_
- Paint Brands \_\_\_\_\_
- Place Paint Purchased \_\_\_\_\_
- HVAC Filter Size \_\_\_\_\_
- Heating System Type \_\_\_\_\_



# PROPERTY DETAILS

PLEASE USE THIS PAGE TO TELL US ANYTHING  
UNIQUE TO THE PROPERTY

# PROPERTY OWNER

## ACCOUNT FORM

*This form must be completed in its entirety before your contract can begin. Send completed forms to Corey Hassman, by email to [corey@ocfrealty.com](mailto:corey@ocfrealty.com), or by mail to OCF Realty, 1936 Washington Ave., Phila, PA 19146 ATTN: COREY HASSMAN. PLEASE NOTE, if there are any individuals listed on the property deed, they must also complete and submit a copy of the form below.*

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Type:  Multi-Family  Single-Family  Condominium  Commercial

### PROPERTY OWNER & LICENSURE INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ SSN or EIN: \_\_\_\_\_

Email Address: \_\_\_\_\_

### PHILADELPHIA TAX ID

If you have ever rented a property in the past, previously applied for a rental or commercial activity license, or cannot locate your Philadelphia Tax ID but are certain you have a registered account, please mark the box below labeled, "Check my Philadelphia Tax ID using my Social Security Number."

My Philadelphia Tax ID is \_\_\_\_\_

Check my Philadelphia Tax ID using my Social Security Number.

I do not have a Philadelphia Tax ID.

If you request OCF Realty apply for the necessary licensing needed to conduct business in the City of Philadelphia, please indicate which license you wish for us to obtain on your behalf. For an in-depth breakdown of each of the licenses below, see the LICENSURE INFORMATION page.

Commercial Activity License.

Housing and Inspection License.\*\* \$50 per unit/year.

Rental Suitability License. Free license that must be obtained within 60 days.

\*\*Housing and Inspection Licenses are NOT needed for condos. The Condo Association is responsible for having one license for the entire dwelling. The owner will still be required to file taxes and business income receipts under their Philadelphia Tax ID and hold a valid Commercial Activity License.

### BANK INFORMATION

To set up your direct deposit account, please include a scanned copy of a voided check or mail a voided check with your completed packet.

Corporate Name (if any): \_\_\_\_\_

Banking Institution: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking Account  Saving Account



# LICENSURE INFORMATION

## UTILITIES PROGRAM

*Certain licenses are required by the City of Philadelphia in order for an owner to rent out their property. Please read through the information below to better understand which licenses are required to operate your business, and OCF will obtain all licenses on your behalf.*

### COMMERCIAL ACTIVITY LICENSE

A Commercial Activity License is required for all businesses operating in Philadelphia.

### HOUSING AND INSPECTION LICENSE

The Housing and Inspection License is required of any entity that rents any type of housing unit.

### RENTAL SUITABILITY LICENSE

Owners must obtain a "Certificate of Rental Suitability" no more than sixty (60) days prior to residence. This certificate states that properties have obtained all required rental licenses and that they do not have any critical code violations.

As the owner of the premises, you agree to provide a fit and habitable property. This includes ensuring that all fire protection and smoke detection equipment for the premises are present and in proper operating order.

### WATER REVENUE DEPARTMENT OF PHILADELPHIA PROPERTY OWNER PROGRAM

OCF Realty offers a convenient and reliable way to manage the collection of your monthly utilities. Property owners who sign up under our registered group billing program with the Water Revenue Department of Philadelphia can request tenants pay water and sewer usage with their monthly rent.

We highly recommend property owners utilize this program to control water and sewage usage and billing. There is no additional cost to participate in the program and signing up is quick and easy! Please indicate below whether you wish to participate in this program. If so, please provide us with the most recent copy of your water and sewer bill for the property, or your account number.

No, I do not wish to participate in this program.

Yes, sign me up!

Account number: \_\_\_\_\_  Included copy of bill



# OCF CONTACT LIST

## OCF REALTY CONTACT LIST

### PROPERTY MANAGEMENT TEAM

**Corey Hassman** ([corey@ocfrealty.com](mailto:corey@ocfrealty.com))

Manager of New Business  
*Works with new property owners to facilitate the onboarding process.*

**Ashley Croft** ([ashley@ocfrealty.com](mailto:ashley@ocfrealty.com))

Leasing Coordinator  
*Communicates with owners and tenants regarding leasing (applications, leases, renewals, and sublets).*

**Elise LeMay** ([elise@ocfrealty.com](mailto:elise@ocfrealty.com))

Leasing Agent  
*Shows properties to prospective tenants and provides owners with feedback.*

**James Decker** ([james@ocfrealty.com](mailto:james@ocfrealty.com))

Leasing Agent  
*Shows properties to prospective tenants and provides owners with feedback.*

**Conchetta Park** ([conchetta@ocfrealty.com](mailto:conchetta@ocfrealty.com))

Leasing Agent  
*Shows properties to prospective tenants and provides owners with feedback.*

**Jennifer Lubin** ([jennifer@ocfrealty.com](mailto:jennifer@ocfrealty.com))

Controller  
*Provides owners with monthly statements and ongoing accounting needs/requests.*

**Monica Mainville** ([monica@ocfrealty.com](mailto:monica@ocfrealty.com))

Accounts Payable / Receivable Specialist  
*Assists property owners with their accounting and online portals.*

**Atiya Groomes** ([atiya@ocfrealty.com](mailto:atiya@ocfrealty.com))

City Government Liaison  
*Oversees rental licensing, tax issues, and eviction process.*

**Alexander Groomes** ([alexander@ocfrealty.com](mailto:alexander@ocfrealty.com))

Property Manager  
*Main point of contact for owners regarding property condition, turnovers and larger repairs/upgrades*

**Nick Staller** ([nick@ocfrealty.com](mailto:nick@ocfrealty.com))

Maintenance Manager  
*Communicates with owners to coordinate maintenance/repairs (excluding turnover work).*

**Tom Oliver** ([tom@ocfrealty.com](mailto:tom@ocfrealty.com))

Broker of Record  
*Oversees the Property Management team.*

**Fred Ritter** ([fred@ocfrealty.com](mailto:fred@ocfrealty.com))

VP of Sales  
*Leads our growing sales team and functions as the initial contact for our clients looking to sell existing investments or grow their portfolio.*

**Ori Feibush** ([ori@ocfrealty.com](mailto:ori@ocfrealty.com))

President, Founder

### OFFICE CONTACT INFORMATION

Phone: 215.735.7368

Fax: 215.735.7575

Email: [info@ocfrealty.com](mailto:info@ocfrealty.com)

### HOURS OF OPERATIONS

Monday - Friday: 9:00am - 5:30pm

Saturday - Sunday: 9:00am - 5:30pm