

An Owner's Guide to

PROPERTY MANAGEMENT



OCF REALTY

BUY • RENT • SELL • MANAGE • DEVELOP

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 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 just need marketing and leasing

services or prefer our full-service property management package, we have what it takes to successfully oversee your real estate investments. Not sure whether you need a Leasing Package or a Leasing & 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**



Learn More About

OUR SERVICES

LEASING ONLY

You only get one chance to make a first impression when marketing your property. Attracting the perfect renter can be cumbersome, expensive, and at times, overwhelming to a busy homeowner or investor. That's where we come in. Let us handle the marketing, showings, applications, and lease creation.

Fees: 1st month of rent for the procurement of new tenant

LEASING & PROPERTY MANAGEMENT

Our full-service property management package is for property owners who want comprehensive management services. We handle the entire lifecycle of your asset starting with the marketing of your property and procurement of a tenant. Once a tenant has moved in, we manage all maintenance requests, tenant communications, accounting, and much more.

Fees: 1st month of rent for the procurement of a new tenant + \$110/mo for the first occupied property or unit and \$85/mo for each additional property or unit. Owner will not pay OCF for unoccupied unit(s). OCF charges a \$250 fee upon lease renewals.

LEARN MORE ABOUT OUR SERVICES

MARKETING

Create and manage marketing collateral, advertise on consumer realty sites as well as OCFRealty.com, social media and Bright MLS

TENANT SCREENING & APPLICATIONS

Process rental applications, collect fees, conduct employment history and background checks, and run credit reports

LEASING AGREEMENTS & MOVE-INS

Create lease agreements, coordinate move-in with tenants, document property condition prior to move-in, issue keys, collect fees and security deposits

LICENSES & CODE ENFORCEMENT

Secure and renew Business Privilege License (free), Housing Rental License (annual fee), and Rental Suitability License (free), enforce city codes, resolve violations and conduct lead testing

MAINTENANCE

Coordinate and schedule service calls, rely on a reputable network of contractors and specialists, provide 24-hour emergency services

ACCOUNTING

Manage monthly owner distributions, issue monthly expense and income statements, and produce year-end statements and 1099's

TENANT COMMUNICATIONS

Enforce all rules and regulations, manage and resolve maintenance requests, coordinate lease renewals and non-renewals, oversee eviction process

MOVE-OUTS

Inspect and document the move-out condition, conduct professional turnover services, collect keys, return security deposits

LEASING ONLY



LEASING & PROPERTY MANAGEMENT



Sincerely,
THANK YOU



The OCF Realty Team

OFFICE

215.735.7368

EMAIL

elise@ocfrealty.com

WEB

ocfrealty.com

SOCIAL

[@ocfrealty](https://www.instagram.com/ocfrealty)

There are so many unique things about each of Philadelphia's neighborhoods –and we're proud to take part in creating within the communities we call home. Whether you're looking for full-service property management, or simply need help marketing and leasing your investment property – you've come to the right place. Our team of skilled real estate professionals can help you at every step of the way, and provide sound piece of mind for how to best utilize your assets. At the end of the day, we're locals who care about fostering a vibrant community. If you're ready to take the guesswork out of property management, our family at OCF Realty would love to work with you and yours.

Elise Le May

New Business Manager

OCF Realty