

An Owner's Guide to

PROPERTY MANAGEMENT



OCF REALTY

BUY • RENT • SELL • MANAGE • DEVELOP

Philadelphia's

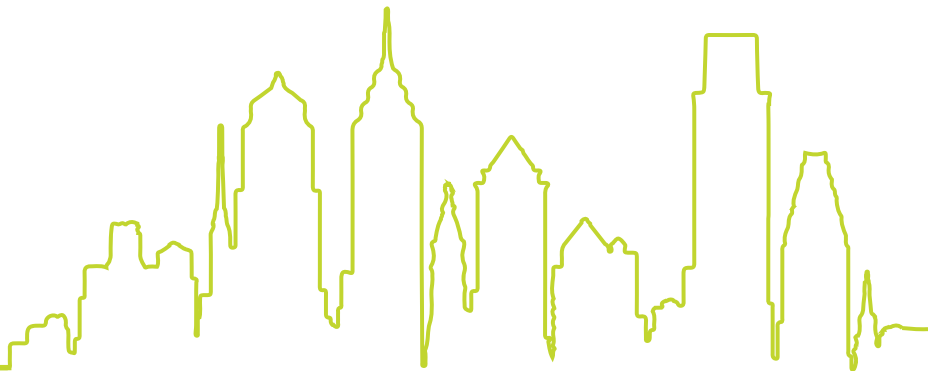
LEADING PROPERTY MANAGEMENT GROUP

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:

- 1 Months Rent for 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 life cycle 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:

- 1 Months Rent for Procurement of New Tenant
- \$125 per month for the first occupied property or unit + \$95 per month for each subsequent property or unit. *Owner will not pay Manager for unoccupied unit(s).*
- \$250 for lease renewals
- \$245 annual fee to establish & renew Rental Licensure. *License fees are in addition to the annual City of Philadelphia license fee.*

LEARN MORE ABOUT OUR SERVICES

LEASING ONLY

LEASING & PROPERTY MANAGEMENT

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, 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, document property condition prior to move-in, 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



Sincerely,
THANK YOU



The OCF Realty Team

OFFICE

215.735.7368

EMAIL

ashley@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.

Ashley Stanley

Director of Business Development

215.605.7999

OCF Realty