



PROPERTY MANAGEMENT **ADVISORS** Inc.

Experts in Managing Residential Real Estate

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Every great Realtor needs an amazing property management partner! At Kay Houghton & Associates, we found just that in Property Management Advisors, Inc. They consistently ensure that our landlords and tenants are cared for once a property is leased. Their proactive approach to maintenance means that issues are resolved quickly, maintaining the quality and comfort of the properties they manage. We highly recommend PMA for their outstanding dedication to client service and property care. -

Kay Houghton, Kay Houghton & Associates eXp Realty



Welcome To Property Management Advisors, Inc.

1775 Tysons Blvd., Suite #1450
Tysons, VA 22102
703-608-7840



*If your property is currently listed with another real estate broker, this is not intended as a solicitation of that listing.



Guiding Principles

"When our values are clear, our decisions are easy."
-A. Nonymous



PROPERTY MANAGEMENT ADVISOR'S reflect an unwavering and unchanging attitude toward our landlord clients, our colleagues, and the public.

GUIDING PRINCIPLES:

- Fierce loyalty to our landlord clients and to the agents who refer our services
- PMA strives for exceptional service
- PMA treats tenants with honesty, respect, and dignity
- PMA demonstrates a high level of competency through experience and education
- PMA endeavors to be diligent in all our duties
- It is not enough to try as hard as we can; rather, PMA accomplishes tasks as good as they can be done
- PMA sees mistakes and failure as opportunities to perfect our craft
- Every PMA decision is based on our client's best interests
- PMA respects the confidentiality of our clients
- Property Management Advisors is thankful for our business



Randy Huntley

Associate Broker, Realtor,
Founder and President,
Former USMC, US ARMY,
RETIRED (30 Years), Father of 4,
Grandfather of 11

OUR MISSION STATEMENT

To expertly manage residential real estate for landlords locally and worldwide by setting expectations and ensuring lease compliance by all parties.



703-608-7840

www.pma-dc.com

1775 Tysons Blvd., Suite #1450 Tysons

ABOUT INSPECTIONS

PRE-AGREEMENT INSPECTION

- Sets the benchmark
- Identifies areas of concern
- Owner acknowledgment of general condition e.g. age & cleanliness
- Develops strategies of repair or improvement both interior & exterior
- Identifies marketing, tenant obligations & maintenance/seasonal benchmarks
 - HVAC filter requirements
 - Electric, gas and water lines: shut off valves, hose bib winterizing
 - County codes: railing requirements, smoke alarm locations/ operation, pets
 - Amenities for condition and marketing purposes
 - Owner personal possessions & storage requirements, if applicable

OWNER VACANCY & TENANT PRE-OCCUPANCY INSPECTION

- Narrated video of interior & exterior performed
- Initial written notes

TENANT PRE-OCCUPANCY INSPECTION

- Coordinated with tenant
- Includes Property Condition Report (date/time stamped) & collection of tenant findings
- Provides protection for owner thereby avoiding security deposit conflicts
- Familiarizes tenants with operation of property and location of amenities
- Check smoke detectors, air filter, shut-off valve locations with tenant present

DRIVE-BY INSPECTION

- Can be scheduled or unscheduled
- Catch a glimpse of exterior for quick reference
 - Focuses on exterior maintenance & upkeep, especially yard, if applicable
- Visual confirmation of property compliance, e.g. parking, swimming pool, play set, trampoline

SEASONAL (PERIODIC) INSPECTION

- Scheduled well in advance; tenant not required to be home
- Shows evidence of tenant care of property
- Examines cleanliness, condition of the property & lease compliance incl. smoke detectors & caulking
- Exposes neglect and any costly damage by tenant
- Exposes any house related deterioration not caused by tenant
- Can prevent future damage

LEASE RENEWAL INSPECTION

- Discover unreported damage
- Maintenance issues
- Verify code compliance
- Smoke detectors/CO detector compliance
- Check A/C-Furnace filter
- Review adverse lease issues, if evident

FINAL POST-OCCUPANCY INSPECTION

- Coordinated with tenant after cleaning & tenant obligations are completed
- Performed after review of initial walkthrough documents and video
- Documents damage or lease violations with date/time stamp
 - Compare condition and cleanliness notes
 - Accountability for keys, openers, manuals, HOA/Condo docs, if applicable
 - Research damage costs
 - Video evidence of damages, exterior/interior
 - Determines HOA/ condo violations caused by tenants
 - Security deposit not returned to tenant until all inspection details confirmed
 - Sets the benchmark for next occupancy, unless repairs are accomplished

6 Reasons to Hire a Property Manager



Too Busy

If you're already busy with personal and professional engagements, managing a property might be too much to add to your schedule. A property manager can handle all the administration and maintenance of a rental so you can keep your focus elsewhere.



Out of the Area

If you're a member of the military or work for the State Department, you may need to relocate for years at a time. If you don't want to sell your home in these situations, renting is an excellent alternative. Property managers can ensure your property is cared for while handling everything from emergencies to lease renewals.



Alternative to Foreclosure or Short Sale

If you can no longer make payments on your property, foreclosure and short sale are not your only options. One workable alternative is renting out the property and having your tenants pay the mortgage for you. A property manager can guide you through the process.



Don't want to be the go-to guy or gal

If you'd rather not be the person your tenant calls every time they have a question, concern, or small repair to be made, a property manager can be that person in your stead.



Not familiar with all the details

Even if you have the time to manage a property, you might not be comfortable with all the little details. Knowing the laws, filing the county paperwork, and preparing the additional tax forms are something a property manager can take care of.



Investor with a buy and hold strategy

If you're a real estate investor using a buy and hold strategy, renting the property until you're ready to sell means more money in your pocket now.



Fair Housing



The Fair Housing Act

The Fair Housing Act prohibits discrimination in housing because of:

- Race or color
- National origin
- Religion
- Sex
- Familial status (including children under the age of 18 living with parents or legal custodians; pregnant women and people securing custody of children under 18)
- Handicap (Disability)

What Housing Is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker and housing operated by organizations and private clubs that limit occupancy to members.

What Is Prohibited?

In the Sale and Rental of Housing: No one may take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap (disability):

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing.

Housing Opportunities for Families

Unless a building or community qualifies as housing for older persons, it may not discriminate based on familial status. That is, it may not discriminate against families in which one or more children under 18 live with:

- A parent
- A person who has legal custody of the child or children or
- The designee of the parent or legal custodian, with the parent or custodian's written permission.

Familial status protection also applies to pregnant women and anyone securing legal custody of a child under 18. **Exemption:** Housing for older persons is exempt from the prohibition against familial status discrimination if:

- The HUD Secretary has determined that it is specifically designed for and occupied by elderly persons under a Federal, State or local government program or
- It is occupied solely by persons who are 62 or older or
- It houses at least one person who is 55 or older in at least 80 percent of the occupied units, and adheres to a policy that demonstrates an intent to house persons who are 55 or older.

Additional Protection If You Have A Disability

If you or someone associated with you:

- Have a physical or mental disability (including hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS, AIDS Related Complex and mental retardation) that substantially limits one or more major life activities
- Have a record of such a disability or Are regarded as having such a disability

Your landlord may not:

- Refuse to let you make reasonable modifications to your dwelling or common use areas, at your expense, if necessary for the disabled person to use the housing. (Where reasonable, the landlord may permit changes only if you agree to restore the property to its original condition when you move.)
- Refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing

Risk Management

What could go wrong?

Property Management Advisors is experienced at managing the risks associated with renting a home!



1. "AS IS" Items
2. Attic Infiltration
3. Bird Nests
4. Carbon Monoxide Detector
5. Chimney Cap
6. Condo Orientation
7. Decks
8. Dehumidifier
9. Door Locks
10. Drainage
11. Dryer Vent Clogged
12. Early Vacancy
13. Electrical
14. Exterior Drains
15. Fencing
16. Fire Extinguisher
17. Garden Tools
18. Gas Connections
19. Gas Connections/Leaks
20. Gutters
21. Hail Damage
22. Hand Rails
23. HOA Rules
24. Home Warranty
25. Hose Connections
26. Humidifier
27. HVAC Maintenance
28. Ice
29. Improper Installations
30. Improper Use
31. Insurance Coverage
32. Interior Drains
33. Landscaping
34. Landscaping
35. Lawn Mower
36. Lead-based Paint
37. Lightning Strike
38. Locks
39. Loose Limbs
40. Masonry
41. Mold Remediation
42. Neighbor Issues
43. Outstanding Keys
44. Pest Control
45. Pet Screens
46. Plumbing
47. Pond
48. Radon
49. Rain
50. Replacement Lighting Fixture
51. Replacement Plumbing Fixture
52. Retaining Wall
53. Roof
54. Rotted Wood & Trim
55. Security Deposit
56. Shingles
57. Smoke
58. Smoke Detector
59. Snow
60. Space Heater
61. Specialized Warranty
62. Stairways
63. Swimming Pool
64. Swing Set
65. Termites
66. Tools
67. Trampoline
68. Tree Growth
69. Washer
70. Window
71. Wood Floor Damage
72. Workbench

Landlord Services & Fees

Monthly Property Management Services

- Initial Account Set-Up Fee
- Scheduled Payments on Mortgage, Condo dues, etc.
- Required Reserve: * Contingency / Repair Account * General Services & Repair Coordination
- Seasonal Inspections
- Additional Inspections by Owner Request
- Lease Extension Fee, if applicable
- Managing Vacant Property - after 1st tenant vacates * Preparing premises for Sale, Rent or Owner Occupancy

Monthly Property Management Fee

Property Management Compensation
9% of Monthly Rent

Account Setup
\$200 one-time fee

Payment Management
\$50 one-time fee

Landlord Reserve
\$500 landlord funds, replenished as needed

Lease Extension Administration
\$200 fee per extension or 10% of the rent

Vacant Property Management
\$100 monthly or Property Management fee, whichever is lower

Beginning of Property Management

- \$200 Account Set-Up Fee
- \$500 Landlord Reserve Account
- Deliver information for mortgage, condo dues, service agreements, etc., for bookkeeping
- Landlord provides rent disbursement account information and directions
- Property evaluation; Home Warranty decision; Landlord expectations discussed

Acceptance of New Tenant

- Utilities transferred into Tenant's name;
- Registration with HOA or community management, if applicable
- First full-month's rent equals brokerage commission
- If applicable, explain pro-rated rent given to landlord next disbursement
- Tenant Security Deposit accounted for by PMA

Landlord PMA Account

- Monthly rent disbursements between 9th to 12th of each month
- Monthly income/expense statements available between 12th to 15th
- Tenant evaluations; decision to offer Lease Extensions/Notices
- Comprehensive communication & reports per Accountability Triangle
- Calendar maintenance for annual maintenance & inspections

End of Fiscal Year

- IRS Form 1099-MISC Income provided by January 31st
- Annual Income/Expense Report
- Annual Service/Repair Receipts
- Annual Rental Market Analysis
- Annual Tenant Appreciation Reconciliation

Spring-Summer Seasonal Maintenance Reminders



The below list represents seasonal maintenance reminders for our managed homes. Please review the following tips to aid in your enjoyment and appreciation of your home. In addition, these items will be inspected during upcoming seasonal inspections to ensure compliance with your lease and to help maintain your home. All tenants will receive at least 48-hours notice before inspections via email or phone call. You need not be present at inspections.



SPRING / SUMMER STORMS - Batten down the hatches! Prepare before rainstorms and high winds. Storms may toss grills, patio furniture, trash cans and other outdoor items thereby causing damage to your personal property as well as your home. Please make sure to secure these items to prevent accidents and protect yourself and the home.



INSURANCE - Tenants who have occupied their home for more than 12 months are required to provide updated Renters Insurance policies. Please email current declarations to leases@pma-dc.com within thirty (30) days of this Notice so we may update your property file and ensure lease compliance.



RAKING - Please do not ignore the autumn leaves that lasted through the winter. Accumulated leaves or clippings, over time, smother and eventually kill lawn grass. Before your first mowing, the yard should be free of leaves, branches and other debris to ensure a healthy lawn. Any suspected dead trees or loose limbs/branches should be reported to service@pma-dc.com for our review.



GUTTER, DOWNSPOUTS, & WINDOW WELLS - In most leases, tenants are responsible for keeping clean gutters, downspouts, and window wells. It is important to keep water away from the foundation of the property and prevent flooding of basements or lower levels. If you need suggestions, email service@pma-dc.com for a list of service providers, or check popular sites like Angie's List.



EXTERIOR SPIGOTS - The chance for water line freeze-ups is over so feel free to turn the exterior spigots on in order to keep the landscape watered or wash your vehicles. Please do not allow hoses and spigots to run water or drip close to the foundation of your home as this may cause erosion and leakage into the foundation. If maintenance is required, contact service@pma-dc.com.



SMOKE DETECTORS - Take a few minutes to test your smoke detector(s). If you have a suspect detector, it is your responsibility to repair and/or replace the batteries and ensure the detectors are in proper working order. If you do not feel there are proper or enough smoke detectors within your home, please contact service@pma-dc.com so we may advise you.

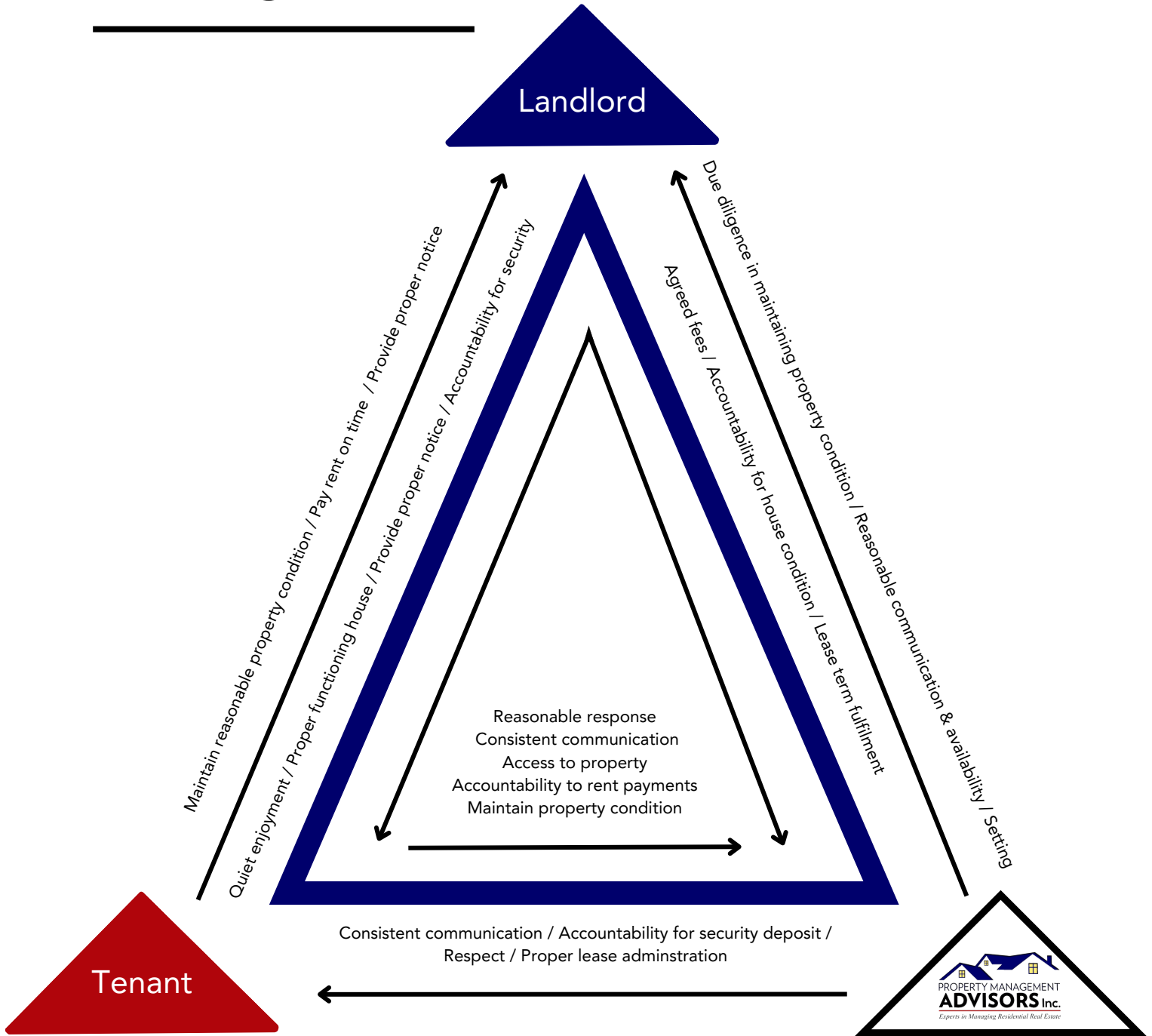


EXTERIOR DRAINS - This is mostly for drains located at the bottom of exterior stairwells or lower level patios leading from basements. Leaves and debris will stop the free flow of rain water thereby quickly flooding. This is a constant source of aggravation in Metro-DC. Keep an eye out for drain obstructions, keeping them clear, knowing that as the tenant, you are responsible.



FURNACE AIR FILTERS - Unless otherwise noted in your Lease, filters need to be changed every one (1) to three (3) months depending on the system. Do not underestimate the importance of clean filters. Dirty filters lessen the life of the furnace and cause much higher utility bills. If an HVAC unit fails because of this maintenance item not being tended to, you will be held accountable for repairs or replacement. Also ensure the HVAC area is clear. When turning on the air conditioner for the first time, do not be alarmed by a smell. This smell dissipates in a few minutes as the system begins to flow air.

Accountability Triangle

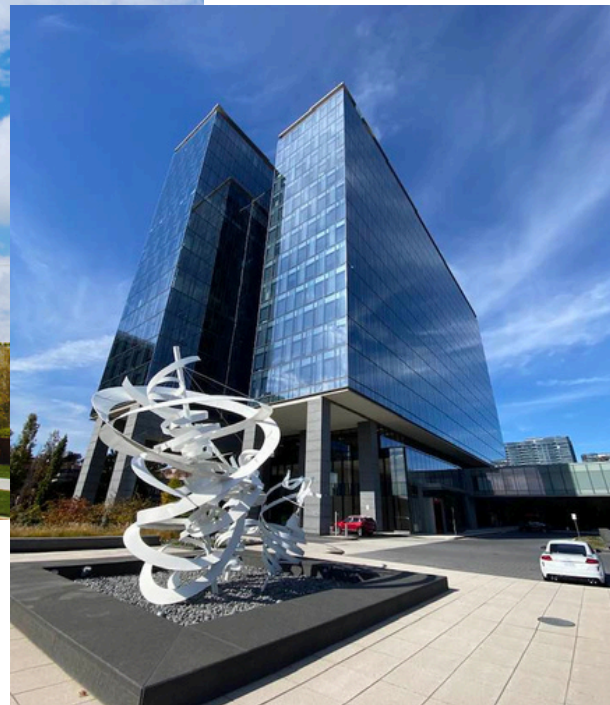


accountability

uh•KOWN•tuh•BIL•uh•tee *noun*, əˈkɑʊn.tʃəˈbɪl.ə.ti: an obligation or willingness to accept responsibility or to account for one's actions.





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