



Optimal Management LLC

PROPERTY MANAGEMENT SERVICES



CONTACT INFORMATION

(202) 710-6446
office@optimalmanagementllc.com
Chevy Chase, MD 20815

SERVICES INCLUDED

Our administration service has a monthly commission cost between 8% to 12% of the rental value. The final commission will vary depending on the type of property and is only charged when there is an active lease agreement.



Administrative Services

- Knowledge and application of laws and regulations to owners and tenants.
- Advice for registering the property in the county, either to obtain a rental license or the necessary certificates for lead paint and monitoring of license renewals.
- Advice on the type of property insurance needed for both the owner and the renter. We make sure that the tenant buys insurance that covers him in cases of carelessness with the house.
- Collection of rent payment from the tenants, complying with the deadlines and fees for late payments as established in the lease.
- Administration of the security deposit in an escrow account.
- Disbursement of rent payments to the owners according to the selected frequency, either monthly or quarterly.
- During the preparation of the contract, we try to carry it out in a strict way, including all the responsibilities of the tenant in relation to the care, maintenance and delivery condition of the property. This is done in order to minimize costs for the owners.



Property Care and Maintenance

- Property maintenance: Unlike other companies, there is no additional charge for coordinating this service because we charge the companies that do it for giving them the client. We take care of keeping the property in good condition, making recommendations to the owners about the necessary maintenance services. Should you require repairs or maintenance services, three different estimates from three licensed companies will be presented to ensure the most appropriate technician is hired within your budget.
- Preventive care system: The company will monitor all necessary repairs or maintenance services throughout the year, especially those required depending on the season. Additionally, we track the age of systems on the property, including HVAC, water heater, sump pump, gutters, and roof, to ensure proper maintenance is performed, extending their life expectancy and preventing long-term damage.
- Property walkthroughs: To guarantee the best conditions of the property, we conduct two semi-annual general walkthroughs one every six months, where we evaluate the maintenance services performed by the tenants and overall condition of the home. During these check-ups, all systems, appliances, smoke alarms, windows, doors, floors, walls, and the entire exterior of the home are thoroughly inspected.
- 24-hour emergency problem resolution: These emergencies include but are not limited to: lack of air conditioning, heat, water, hot water or electricity; fire or flood emergencies, water leaks, frozen pipes, etc.



Customer and Tenant Services

- Interact with tenants to answer questions, attend to maintenance requirements, or any necessary repairs on the property.
- Be receptive to the needs of the owners.
- Be available to answer all calls every day of the week (Monday to Monday) for emergencies.
- Delivery of financial reports with a breakdown of costs related to the care of the property.

At the expiration of the lease, we take care of the renewal of the contract in case the tenant decides to extend their stay for a cost of \$250. Otherwise, we take care again of preparing the property to be listed for rent and making visits to potential tenants one month in advance before the end of the previous lease in order to minimize the expenses of a vacant property (including mortgage costs and water, gas, or electricity services).

- Note: contract renewals will be made directly by Optimal Management LL; however, in the case of listing the property for rent, the cost will correspond to one month's rent and will be made with the Brokerage company RLAH Real Estate.



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*WE LOOK FORWARD TO PROVIDING YOU WITH EXCEPTIONAL MANAGEMENT
OF YOUR RENTAL PROPERTY.*



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