

O'Brien Realty

THE *Best* OF SOUTHERN MARYLAND

Property Management

Frequently Asked Questions

Jimmy Hayden, Property Manager

240-925-1928 cell

What do we do for our property owners?

- Show your properties 7 days a week to prevent vacancies.
- Provide yard sign, lockbox, MLS access with worldwide exposure of your properties on the internet.
- Photograph your property and provide flyers.
- Inspect properties at move in and move out with photographs for each tenant.
- Take repair calls from tenants meaning no 3 AM calls for you.
- Screen potential tenants to include credit and background check to provide good tenants.
- Perform complete accounting for your properties to ensure maximum return on your investment and optimum tax benefit to include sending an annual income and expense summary.
- Pay contractors and keep detailed maintenance records.
- Provide a lease agreement that covers your property well and enforce it with the tenants.
- Track and provide vacancy rates, average time on market, and comp rent values for the area.
- Collect rent and disburse to you by the 10th of every month.

What maintenance contractors do we use?

- The list of maintenance and cleaning contractors we use changes frequently. We look to create and maintain relationships for licensed, dependable, local, and cost efficient contractors for all of the following services:
- Electrician
- Plumbing
- Painting
- Appliance Repairmen
- Roofers
- Handymen
- Carpet Cleaning
- Termite/Pest Control

How do I get a price or sign up for O'Brien Realty Property Management?

- Schedule an appointment by calling 301-863-2400 to have the Property Manager tour the property.
- Set a time to meet with Property Manager to discuss any concerns, agreement, etc.
- Complete Property Management Agreement

What is needed from me to start the process?

- Availability Date
- Your mailing and email addresses
- Parking Passes
- HOA/Condo Rules
- Security Alarm Codes and phone #
- Garage Door Openers
- 2 Sets of Door Keys
- Check for any preparation work if needed

Change your mailing address to O'Brien Realty PM for:

- Homeowner's or Condo Association
- Termite/Pest Contractor
- Lawn Service
- Furnace or A/C Contractor
- Any additional service or organization we will need to monitor or do business with.

Maintenance recommendations prior to take over or include cost of work and provide check to O'Brien Realty PM

Caulk tub and showers

Check to ensure all lights and switches work

Have house painted as needed

Tag or mark main & outside water shut off valves

Install a carbon monoxide detector if you have gas or oil mechanical equipment

Be sure all smoke detectors are operable and one is on every level of the home

Cut grass and trim shrubs

Have house cleaned

Have carpet professionally cleaned

Tag circuit breakers and gas shut off valve



A bit about Jimmy Hayden, Realtor

Jimmy Hayden is an O'Brien Realty agent and lifelong resident of St. Mary's county. He comes from a long line of family also from St. Mary's county and has been a very active member of the community for over 25 years. Jimmy has held positions of President, Vice President, and Treasure for the Hollywood Volunteer Fire Department and a member in good standing for 25 years. He has also owned and operated 3 profitable businesses of which he sold to get into the real estate business. In 2008, when he received his real estate license, obtaining grades at the top of his class, Jimmy set his mind on becoming a full time agent. It was around that time that the market tumbled and Jimmy was sitting around with not much to do so he went back to work for a government contractor and did real estate work as well. Even on a "part time" basis, Jimmy's sales were more than some in his office that worked as a full time agent. In 2009, Jimmy was presented with the Southern Maryland Associate of Realtors "Rookie of the Year" award. This shows the ambition, dedication, and hard work that Jimmy is committed to when he is engaged. He recently completed and was certified with the Southern Maryland Community College Property Manager class. Jimmy is very excited to take on this position and to work with each of you and to provide the service all property owners expect.



Recognizes

James Hayden

for the satisfactory completion of

Continuing Education Instruction in

Property Management

during the Spring semester 2016

Paula Coluzzi

Program Coordinator

1/29/2016

Date

Myra Gowans

Instructor