



DSK Property Management

PO Box 91123

Washington, DC 20090

Ph: 202-882-3397

Duke@DSKrentals.com

www.DSKrentals.com

Dear Prospective Client,

DSK Property Management Company was founded by Duke Lash in 2002. Duke Lash, a real estate professional, has managed residential and commercial properties in the Washington DC metropolitan area for over 20 years. Son of a local area real estate investor and married to a realtor, Duke was raised in the Washington DC area understanding the value of real estate and was able to learn his craft from the ground up. While he partners with his wife and has a great team of contractors who can be called on around the clock, it is not unusual to see him doing an inspection himself or even fixing a garbage disposal.

DSK is a fully insured full-service property management company. Our portfolio consists of residential homes, apartment buildings, condos, and commercial properties in Washington, DC, Takoma Park and Silver Spring, Maryland. Whether you are looking to get your property licensed, leased, managed, or need to start the eviction process, we can address your concerns.

DSK Property Management offers an a la cart of services:

- For screening and securing a tenant, Owner will pay a leasing fee of **(100%)** of the first month's rent.
- For managing the Property and tenant relations, a fee of **8% to 10%** of rents plus all late fees due in each rental period to be paid monthly from rents and late fees received.
- For supervising alterations, modernization, redecorating, or repairs above and beyond normal refurbishment of the Property, a fee of **12%** of each total project cost to be paid upon project initiation.
- For Licensing of property, we will refer you to BBL Processors for DC properties.
- If owner finds a tenant and wants DSK to execute the lease a **onetime initial** lease administration fee of **\$250.00**.

Here is what you can expect from DSK Property Management:

- **Protect Your Investment:** We schedule regular inspections to maintain and minimize costly repairs while handling repairs either in-house or by reputable contractors.
- **Maximize Your Income:** We will leverage our knowledge and tools to obtain the highest rent the market will bear and our marketing strategies to quickly acquire the most qualified tenants for your property.
- **Attract Better Tenants:** Thorough screening of prospective tenants, including but not limited to personal interviews, background, and credit checks.



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- **Professionalism:** We are committed to representing you professionally in all matters concerning your property as per our agreement.

Here is a list of items that will need to be completed should you want to move forward:

- Schedule property inspection.
- Sign Management Agreement and Complete W-9 IRS tax form.
- Complete Property Licensing.
- Completed owner's informational sheet.
- A copy of current lease(s): for occupied properties
- Security deposit held for current tenant: for occupied properties.
- Copies of each key(s) to property(s) – including mailboxes, pool, keycard
- Proof of Insurance for the property and listed as a rider on owner's insurance policy.

Please review the management package and call us at (202) 882-3397 if you have any questions. You can also find additional information at our website, <http://DSKrentals.com>. We look forward to being of service to you and hearing from you in the immediate future.

Warmest regards,

Wilton (Duke) Lash
Owner