



Wilkinson**PM** &
HomeFirst Realty

Family Owned

and Operated
since 1989



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Wilkinson PM, Inc. and HomeFirst Realty, Inc. provide professional real estate services and property management throughout Northern Virginia, District of Columbia and Southern Maryland.

Centrally located within this large area, our managers have a specific geographic territory to maximize their effective care of your home.

Our mission is to provide professional and cost effective management and sales services the proper way to protect our clients, to enhance the value of their investment and to help them achieve their financial goals. Whether you own several investment properties or are a homeowner being transferred for a period of time, our company ensures that your home is well maintained and your funds are safeguarded.



Since 1989, Wilkinson PM has been the solution to your property management concerns. Along with HomeFirst Realty, we provide full-service real estate and property management services. Do you want to buy, sell or find a tenant for your existing home? We can do it for you.

- ▶ We help buyers find their dream home or an investment property.
- ▶ We help sellers find buyers or handle a 1031 exchange.
- ▶ We find tenants to rent your property.
- ▶ We help investors protect the value of their estate.
- ▶ We manage your home while you're away.

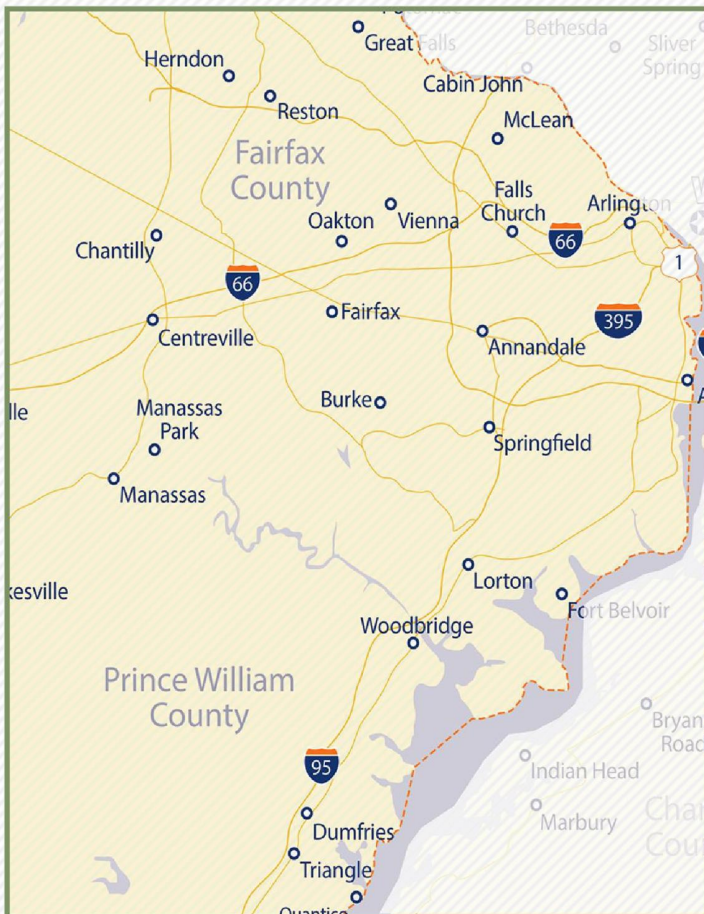
Specializing in single-family homes, townhouses and individual condo sales and management, we represent our clients with the highest degree of professionalism. All our property managers are licensed Realtors® educated to handle the multiple coordination of rental turnovers, maintenance and legal issues.





What We Do For OUR OWNERS

NORTHERN VIRGINIA SERVICE MAP

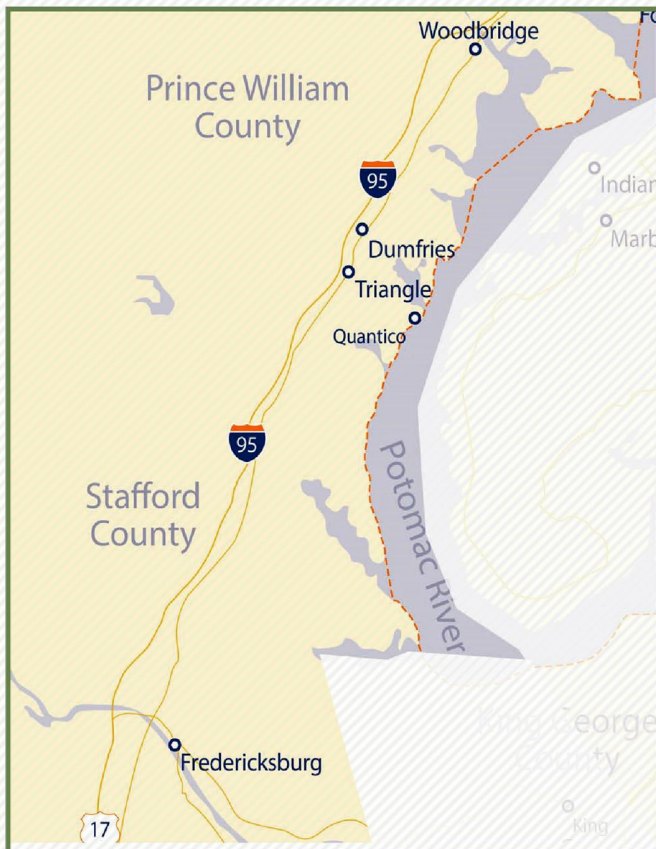


- ▶ Answer our phones, even on the weekend!
- ▶ 24/7 emergency hotlines.
- ▶ Show our properties 7 days a week to prevent vacancies.
- ▶ Provide yard sign, lockbox & Multiple Listing Service access, worldwide exposure of your properties on the internet.
- ▶ Photograph your property, place advertising flyers in homes for rent or sale.
- ▶ Have excellent referrals from long-time clients.
- ▶ Inspect at move in and move out - with a photo record for each new tenant.
- ▶ Take repair calls from tenants.
- ▶ Create and maintain relationships with qualified vendors including painters, roofers, electricians, plumbers, appliance repairmen, handymen, and more.
- ▶ Add no surcharge for routine maintenance & repairs.
- ▶ Do not charge for long distance calls, post age, copies or pictures.
- ▶ Carefully screen tenant & verify tenant application information.
- ▶ Keep you apprised of the potential value and financing possibilities.
- ▶ Save you time, money and aggravation with our maintenance system & no 3 a.m. phone calls!
- ▶ Perform complete accounting for your property, to ensure a maximum return on your investment and optimum tax benefit.



- ▶ Pay contractors & keep detailed maintenance records.
- ▶ Collect rent & disburse electronically by ACH to your bank.
- ▶ Provide Monthly computerized statement by the 10th of the month.
- ▶ Send Annual income & expense summary.
- ▶ Keep on top of regional, state, and federal landlord/tenant law and legislative issues facing property owners and tenants.
- ▶ Track vacancy rates, time-on-market, and rent values for the area.

SOUTHERN VIRGINIA SERVICE MAP



SOUTHERN MARYLAND SERVICE MAP



- ▶ Provide appropriate rental applications and forms that, along with a consistent screening process, ensure the highest quality tenants while conforming to all applicable laws.
- ▶ Provide a lease agreement that covers your property well, collect and account for rents, and confront tenants to enforce the terms of the lease.
- ▶ AND - Our services are tax deductible!