



RESIDENTIAL

GET STARTED

PROPERTY MANAGEMENT

PART 3

Presented by:



THE PROCESS

Checklist

PART 1 is completed with the following information:

Property Management Services Proposal

- Thank you! Why FASS? 1.1
- Education & Experience 1.2
- Legal & Compliance/Responsibilities 1.3
- Services 1.4
- Fees..... 1.5
- Rent & Payments..... 1.6
- Cancellation 1.6
- FAQ 1.7
- References 1.7
- Contact 1.7

PART 2 is completed with the following information:

- Agency Disclosure 2.1
- Consumer Guide to Agency Relationships 2.3
- Residential Property Management Contract 2.5
- Property Inventory Addendum 2.11

PART 3 is completed with the following information:

- Property Details (per unit)..... 3.1
- Security Deposit Acknowledgment (per unit) 3.2
- Lead Warning Statement 3.3
- Eviction Addendum 3.4
- Payment Authorization Form..... 3.5
- Limited Power of Attorney 3.6

PART 4 is completed with the following process:

- STEP 1: Internal File Audit 24 hours**
- STEP 2: Setting Up Records 24-72 hours**
- STEP 3: Setting Up Banking 24 hours**
- STEP 4: Establish Working Capital Fund 24 hours**
- STEP 5: Transferring Security Deposits 24 hours**
- STEP 6: Notifying Tenants and other parties 24 hours**
- STEP 7: Property Assessment 24-48 hours**
- STEP 8: Property Assessment Report 24-48 hours**

Note: Part 4 of the process will take longer for multiple properties.

Checklist

Instructions: This checklist should be used as a guide to completing the Property Management contracting process with FASS Real Estate Services. For the process to be complete, all documentation and related fees should be submitted to our office.

- Submit signed Property Management Contract, Agency Disclosure, Consumer Guide, Property Inventory Addendum
- Complete and return Property Management Addendums (including Property Details, Security Deposit Acknowledgment, Lead Warning Statement, Eviction Addendum, Payment Authorization Form, and Limited Power of Attorney)
- Submit copy of property insurance
- Submit copy of lease agreement (For all current Tenants, if applicable)
- Send copies of property keys
- Remit Maintenance Deposit
- Remit processing & Classification Fee(s), per property

Please forward all information to:

FASS Real Estate Services
 c/o Management Unit
 3705 Lee Road, Suite 100
 Shaker Heights, OH 44120
 management@FASS-RES.com

INITIAL CHECK BY:

Initials: _____ Date: _____

Complete Incomplete: _____

AUDITED BY:

Initials: _____ Date: _____

Complete Notes: _____

Property Details

Instructions: To assist us in the full-service provision of our management services, we need details from you regarding each property and its tenants (if applicable). Please complete the questions below forward a copy of relevant information to our office. If applicable, you should be prepared to contact the utility services provider(s) to have a copy of the bills forwarded to our office.

Property Address: _____ Unit: _____

City: _____ State: _____ Zip: _____

Number of available Units _____ Total Square footage _____

Number of Bedrooms _____ Number of Bathrooms _____

Do you accept pets? Yes No Would you like for us to provide landscaping? Yes No

*What Utilities are paid by the landlord/owner?

Water: Is this bill current? Yes No Unknown

Sewer: Is this bill current? Yes No Unknown

Electric: Is this bill current? Yes No Unknown

Gas: Is this bill current? Yes No Unknown

**Please contact utility services to have a copy of the bills forwarded to our office. You should also forward a copy of the most recent bill to our office*

*What Utilities are paid by the tenant?

Water: Is this bill current? Yes No Unknown Refrigerator Included? Yes No

Sewer: Is this bill current? Yes No Unknown Stove Included? Yes No

Electric: Is this bill current? Yes No Unknown

Gas: Is this bill current? Yes No Unknown

**Please contact utility services to have a copy of the water bills forwarded to our office.*

How much is the rent? \$ _____ How much is the security deposit? \$ _____

Does this unit allow for washer & dryer/hookups? Yes No

Does this property have tenant parking? Yes No

Handicap Accessible? Yes No Pets? Yes No

Other Amenities: _____

Tenant Details

Do you currently have tenants in the unit? Yes No Current lease? Annual Month-to-month Written Verbal

Current Tenant(s) Name: _____ Phone: (____) _____

Email: _____

Property Address: _____ Unit: _____

City: _____ State: _____ Zip: _____

Do the tenants pay on time? Yes No Is the tenant current? Yes No (If not, how much do they owe? _____)

Special notes about the tenant _____

I acknowledge that this information is true and accurate to the best of my ability. I understand that by signing below, this is the information that FASS Real Estate Services will use to find viable tenants for my property.

Signature _____ Date _____

Security Deposit Acknowledgement

If Owner-Employer has current tenants in the property(ies) and has previously collected a security deposit from the tenant either themselves, or through the previous Property Manager, this Security Deposit Acknowledgment, must be completed and returned to the Agent-Employee, FASS Real Estate Services.

This receipt shall acknowledge the receipt of a security deposit from _____ in the amount of \$ _____ on _____ 20____, for the following premises:

The Landlord's name and address is: _____

The security deposit is held in an account at _____ located at _____.

The amount of the deposit is \$ _____.

Printed Name: _____ Date: _____, 20____

Signature: _____

The Ohio Landlord Tenant Law permits a landlord to collect a security deposit to cover the costs of any unpaid rents or damages to the property beyond normal wear and tear. The landlord is required to return the security deposit to the tenant within 30 days after the tenant gives up occupancy and terminates the tenancy. The landlord must provide a written itemization of any costs for repairs or unpaid rent deducted from the security deposit.

If, after 30 days, the landlord does not return the deposit, or if the tenant feels that some portion of the deposit has been wrongfully withheld, the tenant may sue for the amount wrongfully withheld and reasonable attorney's fees. If the tenant has given a written forwarding address, the tenant may sue for double the amount that he/she believes was wrongfully withheld.

If the security deposit is more than one month's rent and the tenant stays more than six (6) months, the landlord must pay interest on the amount that is greater than one month's rent.

Deposit Roll

Please attach a separate sheet if more room is needed.

Address	Tenant	Deposit	Received on	Location

Lead Warning Statement

Every tenant of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The owner of any interest in residential real property is required to provide the tenant with any information on lead-based paint hazards from risk assessments or inspections in the owner's possession and notify the tenant of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Owner's Disclosure (initial below):

- (a) Presence of lead-based paint and/or lead-based paint hazards (initial (i) or (ii) below):
 - (i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
 - (ii) _____ Owner has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

- (b) Records and reports available to the owner (initial (i) or (ii) below):
 - (i) _____ Owner has provided the Tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).
 - (ii) _____ Owner has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Tenant's Acknowledgment (initial below):

- (c) _____ Tenant has received copies of all information listed above.
- (d) _____ Tenant has received the pamphlet Protect Your Family from Lead in Your Home.
- (e) Tenant has (initial (i) or (ii) below):
 - (i) _____ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
 - (ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Associate's Acknowledgment (initial below):

- (f) _____ Associate has informed the owner of the owner's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Owner	Date	Co-Owner	Date
Tenant	Date	Co-Tenant	Date
Associate	Date	Co-Associate	Date

Eviction Addendum

FASS Management Real Estate Services (FASS), from time to time, has to serve statutory notices in order to commence an eviction for the current tenant living within your property. FASS is only serving as your local agent to carry out your wishes in removing the undesirable or non-paying tenant from the property.

FASS must obtain your approval giving us authorization to move forward with the eviction process, which will result in you, as the owner, being responsible for all associated eviction costs. Below are the approximate fees associated with the eviction process. (These amounts are only approximate as each court has the right to set its own filing fees and cost schedules.)

NOTICE DELIVERY FEE\$50.00

COURT REQUIRED FILING FEE.....\$100.00 - \$150.00

ATTORNEY FEES (1ST CAUSE ONLY)\$350.00

(If tenant fully moves out before court date, \$150.00 will be refunded.). Second cause for rent and damages is to be handled at the hourly rate of \$175.00.

WRIT OF RESTITUTION\$25.00

On the sixth day after a Judgment has been rendered by the Court, the landlord may apply for a Writ of Restitution if the tenants have not removed from the property. A writ of restitution directs the sheriff to physically remove the tenant(s) and their belongings from the property.

MOVERS (only if tenant does not move out).....\$250.00

(based on 2 hours. Additional storages charges may apply)

FASS Management Real Estate Services has chosen to utilize in-house counsel to prosecute our evictions; however, as the property owner, you are responsible to pay the necessary fees to initiate the eviction process. If you are in agreement with the above referenced Eviction Fees, and the arranged for Attorney relationship with FASS, by signing this document, you are responsible for any eviction fees that may be advanced and assessed pursuant to your management contract. FASS is not directly responsible to pay the eviction fees and is only advancing funds for you. Any monies on deposit with FASS, including security deposits, will be used to cover eviction costs. If owner chooses not to pay as billed, our attorney shall pursue legal actions against the owner directly for any outstanding legal fees and costs owed, including placement of lein on your property. If you choose to decline our eviction services and fee structure, FASS shall require you to provide your own attorney information prior to entering into a property management contract with our company.

Property Address: _____ Unit: _____

City: _____ State: _____ Zip: _____

Owner Name: _____ Signature: _____

Accept Eviction Process _____ (Please initial)

Decline Eviction Process _____ (Please initial)

Payment Authorization Form

Company Name: FASS Management Real Estate Services d/b/a FASS Real Estate Services

Company ID Number: 301935

Hello FASS Management Property Owners:

For your convenience we have three (3) options available for you to receive your monthly rental payments: **(1)** Direct Deposit; **(2)** International Wire Transfer (*only if you DO NOT have a United States Bank account); and by **(3)** Mail. Please Opt In to one of the options and complete the information indicated below.

1 DIRECT DEPOSIT: Please acknowledge either: **Opt In (Only United States Bank Accounts)**

If you are interested in utilizing this option, direct deposit will be processed on the 15th of the month (or the following business day if the 15th is on a weekend or national holiday). Deposit typically takes 24 hours to receive. We will email you a monthly statement and direct deposit the monies into your account. The transaction fee to set-up your payment electronically is a **one-time fee** of \$10.00, which will be withheld from the monies deposited. If you OPT IN, please complete the information below:

I/We _____ hereby authorize FASS Real Estate Services, hereinafter referred to as "Management Company", to initiate credit entries to my/our: **(select one)** Checking Account Savings Account indicated below at the depository financial institution named below, hereinafter called "Depository", and to credit the same to such account. I/We acknowledge that the origination of ACH transactions to my/our account must comply with the provisions of U.S. Law.

Name on Acct _____	Bank Name _____	Branch _____
Account Number _____	Bank Routing # _____	
Bank City/State _____		

2 INTERNATIONAL WIRE TRANSFER: Please acknowledge either: **Opt In**

By opting In to this option, you are agreeing to pay an additional \$40 per wire fee.

Checking Savings	
Name on Acct _____	Bank Name _____
Account Number _____	Bank Routing # _____
Swift Code or IBAN# _____	ABA # _____
How often would you like deposits sent?*	<input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-Annual
<small>*Remember, there is a \$40 per wire fee with each transfer.</small>	

3 MAIL: Please acknowledge either: **Opt In**

There is a \$5 processing fee for printed checks. Please provide the full mailing address with all international codes as it should be written on envelope:

This authorization is to remain in full force and effect until FASS Real Estate Services has received written notification from me (or either of us) of its termination in such time and in such manner as to afford FASS Real Estate Services and Depository a reasonable opportunity to act on it.

Name: _____ Signature: _____ Date: _____

Limited Power of Attorney

I, the undersigned, _____, hereby appoint FASS Management & Consulting (d/b/a FASS Real Estate Services); Akil Hameed, CEO/Broker, as my Attorney-In-Fact (Agent) with the power of delegation and substitution. My Agent shall have full power to be my lawful Attorney and Agent in my name, place and stead to:

- 1) Act in my capacity to lease or contract to lease at the price and terms specified in the Residential Property Management Employment Contract dated _____ day of _____, 20____ (the "Contract"), the real property and personal property owned by me at:

(the "Property").

- 2) Demand, sue for, and collect all monies which may be due and owing to me on a lease or contract to lease, or on account of any damage that may occur to the Property;
- 3) Apply for removal of a tenant and recover possession of the Property to the extent permitted by law, and to retain an attorney on my behalf, as the property owner, as necessary for such action;
- 4) Perform all acts necessary to be done in and about the Property, as amply and fully set forth in the Contract;
- 5) Exercise the rights and powers granted herein until the termination/expiration of the Contract as set forth in the terms and conditions of the Contract; and
- 6) Represent me, as the property owner, before any local, city, municipal, board, counsel, department, utility company, entity, business, or person.

Signature: _____ Printed Name: _____

Date: _____

Acknowledgment

STATE OF _____, COUNTY OF _____, COUNTRY OF _____

The foregoing instrument was acknowledged before me this _____ (date) by _____ (name of person acknowledged.)

Notary Public

Printed Name: _____

My Commission Expires: _____