



List of Items Need to Start Contract

1. Power of Attorney form, listing FASS Management & Consulting; Akil Hameed as you local acting agent for your property. Use www.legalzoom.com (This will take 2+ weeks. Not needed to start).
2. \$100 non-refundable processing fee per property or \$300 non-refundable processing fee for properties with 5 units or more.
3. Minimum of \$300 maintenance deposit or amount TBD by management.
4. Management Contract
5. Copy of current lease agreement (if there is a tenant).
6. Direct Deposit Form
7. Property Management Docs
8. Send copies of keys
9. Copy of Hazard Insurance on property
10. Eviction Addendum
11. Lead Paint Disclosure

Please forward all information to:

FASS Management & Consulting
c/o Akil Hameed
PO Box 46123
Bedford, Ohio 44146