

DOCUMENTS FOR PROCESSING A SALE OR LEASE

Three (3) copies of a prospective Purchaser/Lessee information packet consisting of the following documents, in order, are to be provided to the Property Manager at least one (1) week prior to the next Board of Directors' Meeting:

- **NOTICE OF INTENT TO SELL OR LEASE CONDOMINIUM UNIT**
The application (four (4) pages) must be signed by the Seller/Lessor and the Purchaser/Lessee.
- **RESIDENT INFORMATION FORM**
- **A complete copy of the SALE/LEASE CONTRACT.**
This must include any attachments, which may apply to the transaction (riders, attachments, etc.).
- **A CREDIT REPORT – to be FAXED to Property Manager from THOMAS REPORTS**
A Thomas Credit Report must be submitted and ordered on behalf of the Purchaser/Tenant. Only Thomas Credit Reports will be accepted. Please call (312) 427-7582 to obtain a Thomas Report application. To preserve confidentiality, only one copy of the Thomas Report will be faxed directly from Thomas Reports to the Property Manager fax at (312) 664-2378.
- **LETTER OF REFERENCE**
If the purchaser/lessee is currently renting, a Letter of Reference must be submitted from the last landlord.
- **THREE (3) LETTERS OF CHARACTER REFERENCE**
Three (3) Letters of Character Reference must also be submitted.

The assessment notice status and Right of First Refusal will be provided by the Board of Directors following the next Board Meeting.

The entire packet will not be submitted to the Board of Directors unless all of the requested materials are submitted to Management.

ALL prospective purchasers or lessors must attend the Meeting with the Welcoming Committee during the second week of each month. Scheduling should be coordinated through the Property Manager at 312-664-2320.

All documents related to the operation of the building can be obtained from the Property Manager at no expense to the prospective purchaser. There is a \$500 transfer fee for all changes in tenancy.

Move-outs and Move-ins should be scheduled at lease one (1) week in advance with the Property Manager. There are no Estate Sales or Open Houses permitted at 1212 Lake Shore Drive Condominium Association.

❖ FOR SALES, PLEASE SUBMIT A COPY OF YOUR CLOSING (SETTLEMENT) STATEMENT TO THE MANAGEMENT OFFICE.

1212 LAKE SHORE DRIVE CONDOMINIUM ASSOCIATION

NOTICE OF INTENTION TO SELL OR LEASE A CONDOMINIUM UNIT

Parts I and II of this Notice are to be completed and submitted to the Board of Directors.

PART I

To: The Board of Directors
1212 Lake Shore Drive Condominium Association
1212 North Lake Shore Drive, Chicago, Illinois 60610

Date: _____

From: _____
Please Print: Unit Owner(s)

Unit No: _____

1. Notice of Intention to Sell or Lease Unit

In accordance with the regulations established by the Board of Directors under Paragraph 1, Article VIII of the "Declaration of Condominium Ownership", I (We) hereby submit to the Board of Directors this Notice of Intention to Sell or lease the above-described Unit to the Party or Parties (and only those parties) named in Section 2 listed below, and upon the terms specified on the Section. The tender to and receipt by the Board of Parts I and II of this Notice shall constitute valid notice of my (our) intention to sell or lease the above Unit.

I (We) understand that within thirty (30) days after receipt by the Board of Directors, Parts I and II of this Notice, duly completed and signed, The Board of Directors will either exercise its first right and option to purchase (or lease) the above mentioned Unit, or will formally waive the first right and option.

I (We) further understand that if the sale or lease transaction described herein is not closed within ninety (90) days after the Board has formally waived its first right and option, the sale or lease of this Unit Ownership shall again become subject to the Boards Right of First Refusal as provided in Article VIII of the "Declaration of Condominium Ownership" for 1212 Lake Shore Drive Condominium Association.

2. Summary of Terms of Sale or Lease

Name(s) of Purchaser(s) or Lessee(s): _____

Address: _____

Sale Price: _____

Monthly Lease: _____

Date Possession is Promised: _____

Lease Term: _____

I (We), the unit Owner(s) of Unit _____, affirm our understanding of the agreement with provisions set forth in Section 1 above, and certify the correctness of the information supplied in Section 2 above.

Unit Owner Signature

Unit Owner Signature

Notice of Intention to Sell or Lease Condominium Unit

Part I (continued)

Page Two

Memorandum of Understanding (to be signed by Purchasers or Lessees)

I (We), the intended Purchaser(s) or Lessee(s) of the Condominium Unit described above, declare that I (we) have read the "1212 Lake Shore Drive Condominium Rules and Regulations of the Building", and "the Declaration of Condominium Ownership and of Easements, Restrictions and Covenants for 1212 Lake Shore Drive Condominium Association," and any Amendments thereto, and understand that we shall at all times hold our interests in the Condominium Association as duly provided for in the aforesaid "Declaration of Condominium". In addition, I (We) hereby certify that this is an arms length transaction, and further that there has been no latent understanding regarding sales prove, rebates, or any similar arrangement which would by implication nullify this as a truly bona fide sale.

Signature

Signature

Date: _____

Seller(s) or Lessor(s)

I (We) also hereby certify as to the above:

Signature

Signature

Date: _____

This is to certify that (name of Unit Owner(s) _____
Has on (date) _____ deposited with the undersigned Office of the 1212 Lake Shore Drive Condominium Association Parts I and II of the Notice of Intention to Sell or Lease Condominium Unit, and in doing so, has given valid notice to the Board of Directors of his intention to sell or lease his Unit to the Purchaser(s) or Lessee(s) named in the contract.

(For the Board of Directors)

1212 LAKE SHORE DRIVE CONDOMINIUM ASSOCIATION

NOTICE OF INTENTION TO SELL OR LEASE A CONDOMINIUM UNIT

PART II

Personal information and references to be supplied by the intended purchaser(s) or lessee(s) of Unit _____ in 1212 Lake Shore Drive Condominium Association.

1. Name(s) of Purchaser(s) or Lessee(s):

Resident: _____ Age: _____

Resident: _____ Age: _____

Names of all other persons who will reside in the Unit:

Name: _____ Age: _____ Name: _____ Age: _____

Name: _____ Age: _____ Name: _____ Age: _____

2. Present address of Purchaser:

Street Name and Number: _____

City, State and Zip Code: _____

Telephone Number: _____

How long at above address? _____ Owned: _____ or Rented: _____

If rented, give landlord's full name and complete address:

Landlord's Full Name: _____

Landlord's Complete Address: _____

3. Previous Address of Purchaser:

Street Name and Number: _____

City, State and Zip Code: _____

Telephone Number: _____

How long at above address? _____ Owned: _____ or Rented: _____

If rented, give landlord's full name and complete address:

Landlord's Full Name: _____

Landlord's Complete Address: _____

Notice of Intention to Sell or Lease a Condominium Unit

Part II (continued)

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4. Occupation: _____

Name of Present Employer: _____

Address: _____

Job Title: _____

How long have you been with the above company? _____

Reference Name: _____ Title: _____

5. Bank Financing this Purchase: _____

6. Bank References: _____

7. Personal References (not employer or relatives):

8. The Board does not require, but will welcome information regarding schools attended, degrees held, membership in professional and services organizations, honors, etc.: _____

Signature of Purchaser(s) or Lessee(s): _____

Date: _____

Received above notice (Part II of Notice of Intention to Sell or Purchase) this _____ day of _____, _____.

(For the Board of Directors)

RESIDENT INFORMATION
1212 N. LAKE SHORE DRIVE CONDOMINIUM ASSOCIATION

Unit # _____

Name of Occupants

Telephone Numbers

Home _____
Business _____
Cell _____
Home Fax _____
Business Fax _____

Disabilities which you would like us to be aware of

Pets (Breed and Name)

In an emergency contact:

Name _____
Address _____
Telephone # Home _____
Telephone # Business _____
Relationship _____

Name _____
Address _____
Telephone # Home _____
Telephone # Business _____
Relationship _____

The following are allowed access to my unit. You may give them the key to my unit

Name _____
Relationship _____

Name _____
Relationship _____

The Management Staff will enter your unit in an emergency threatening life or property. Please make sure that the Management Office has a key to your unit. If there are restrictions for entering your unit, security locks with codes, etc. Please explain.

Second Residence Information

Address _____
Telephone # _____ Fax _____

I understand that it is my responsibility to provide written updates to the Management Office if the above information changes.

Signature

_____ Date _____