

## **WELCOME TO 2020**

The 2020 Lincoln Park West Board of Directors and its staff welcome you to the building. We would like to familiarize you with the move-in procedures and other pertinent information to make your transition to your new home as comfortable as possible.

The management office is located at the front entrance to the building. The office is open from 8:00 A.M. to 4:30 P.M. The office phone number is (773) 528-2244 and the fax number is (773) 528-1793.

The Association requires that Management receive a copy of the signed sales contract or lease. At that time, prospective residents can be placed on the garage and storage locker wait lists.

### **MOVE-IN PROCEDURES**

The Association requires a copy of the closing statement or a signed lease as documentation of residency prior to moving in the building.

Residents must reserve the elevator with the Management Office prior to moving into the building. Moving hours are as follows:

Monday through Fridays:	9:00 a.m. to noon or 1:00 p.m. to 4:00 p.m.
Saturdays:	9:00 a.m. to noon

Moving is not allowed on Sundays, legal holidays or at any time other than as listed above. Only elevator number four, the north west elevator, can be used for moves and it is advisable to request a move reservation as early as possible in order to ensure the availability of your preferred time.

The Association requires a \$300.00 damage deposit to cover any damage to the building's common areas due to the move in. Damage deposit balances will be refunded by the Management Office within seven days following move-ins provided there was no damage to the building's common areas or elevator in connection with the move.

The Association will also require a Move-In Fee of \$400.00 to cover administrative and maintenance expenses connected with a move into the building; this fee is applied to Association income and is used to offset common area expenses. Remittance, payable to 2020 Lincoln Park West Condominium Association, must be received on or before a scheduled move-in. There is a \$100.00 move-in fee for any additional people moving into a unit after the initial move-in, for example, a new roommate, spouse, etc.

### **COMMON AREA KEYS**

The Association has a computerized common area key system which allows access to the building entrances and the health club. Keys can be coded for access to other areas, such as the garage and bike room when appropriate. A deposit of \$25.00 for each key is required from residents and is refundable upon return of key(s). Electronic keys are available through the Management Office and are nontransferable.

Please note that three (3) separate checks are required for the above mentioned fees and deposits.