

LEASE PACKET

Date: _____

Dear Lessor:

Attached please find the Association's approved Leasing Packet. This includes: **Section 1** – Notice of Intention to Lease, **Section 2** – Incoming Resident Information, **Section 3** - Rider Contract to Lease. This information should be completed in its entirety and returned to the Management office.

Due to the high volume of phone calls the office receives, we respectfully request that correspondence be coordinated through the Lessor or the Lessor's agent only. Below is a complete list of the Associations requirements:

1. **ONLY** an ABOMA Condominium Lease is the approved lease to be used when renting your unit. Copies of the lease are available in the Management Office for a nominal fee.
2. Per Illinois Condominium Law all leases must have the Chicago Residential and Landlord Act attached to the lease. Management encourages you to abide by this law. Copies of the Act are available in the Management Office for a nominal fee.
3. Notice of Intent to Lease. (Attached)
4. Incoming Resident Information. (Attached)
5. Rider. (Attached)
6. **\$250 Refundable Elevator Deposit** from the Lessor for the Move Out.(if applicable)
7. **\$100 Non-refundable Moving Fee** from the Lessee for the Move In and a **\$100 Administrative Fee**. When the Lessee Moves Out of the building, there will also be a **\$100 non-refundable fee** for moving out.
8. **\$250 Refundable Elevator Deposit** from the Lessee for the Move In.
9. Moving Date. (**Moving must be scheduled at least 10 days in advance with Management office**)

The Lessor is responsible to provide the Lessee with the Condominium Declaration, By-Laws and the Handbook. If the Lessor does not have this information, it is available from the management office at a **\$75** charge. Please note that the Association and its managing agent have 30 days from the date of your last written request for this information, to provide it to you. Therefore, forward your written request as soon as possible. Further, it is the duty of the Lessor to make payment of any fees required by the Association.

MANAGEMENT IS NOT ALLOWED TO RELEASE INFORMATION TO ANYONE EXCEPT THE LESSOR, HIS OR HER REPRESENTATIVES, OR CURRENT RESIDENTS.

In order to schedule a date to move in to the building, all the Association's required documentation, and fees must be submitted to the Management office. The building's elevator must be used in conjunction with any move in or move out of the building. It is available **Monday through Saturday 8AM to 5PM, except on holidays**. Management reserves the right to deny use of the elevator or to request rescheduling of moves for reasons including but not limited to scheduling conflicts, emergencies, and unexpected or scheduled maintenance. The Lessor will be held responsible for any damages to the elevator or other common elements that may experience damages as a result of the move.

Should you have any questions, please direct them to the Management office at 312-222-1444. Also, please carefully review the Handbook, which contains more detailed information relating to the leasing and moving process.

Please be advised, the Association reserves the right to deny access to ANY individuals who have not fully complied with the moving procedures described herein and any others that may be applicable in the Handbook and Declaration and Bylaws.

Respectfully,

Diana Breting
Property Manager
400 North LaSalle Condominium Association
ATTACHMENT

SECTION ONE

NOTICE OF INTENTION TO LEASE A CONDOMINIUM UNIT

This notice is to be completed and submitted to the Management Office **at least fifteen (15) days prior to the commencement of the lease.**

1. NOTICE OF INTENTION TO LEASE UNIT

In accordance with the regulations under the Declaration and By-Laws of Condominium Ownership and Handbook, I/we hereby submit this Notice of Intention to Lease the unit to the party or parties (and only those parties) named in Section 2 below, and upon the terms specified in that section. The tender to and receipt by the Association of this Notice and an executed copy of the Lease and the Incoming Resident Information Sheet shall constitute valid notice to my /our intention to lease the above unit.

I/we understand that by submission of this fully executed notice, I/we hereby agree to hold harmless the aforementioned Condominium Association and its Managing Agent, officers, directors, staff, and employees for the release of any information requested by me/us or my/our agent(s).

2. SUMMARY OF TERMS OF LEASE

Name of Lessee(s) _____

Lease Dates _____

Address _____ Unit. No. _____

City, State, Zip _____

Home Phone _____ Work Phone _____

Home Phone _____ Work Phone _____

E-Mail: _____

I/we, the unit owner(s) of unit # _____, affirm my/our understanding of the agreement with provisions set forth in Section 1 above and certify the information supplied in Section 2.

Signed _____ Dated _____

Signed _____ Dated _____

SECTION TWO

INCOMING RESIDENT INFORMATION

UNIT # _____

THIS DOCUMENT HAS BEEN SUPPLIED TO GIVE YOU NOTICE THAT YOU MUST ABIDE BY THE ASSOCIATION'S DECLARATION AND BY-LAWS, WHICH HAVE BEEN RECORDED AGAINST THE PROPERTY AND THE ASSOCIATION'S HANDBOOK, INCLUDING GUIDELINES RELATING TO SUCH ITEMS AS PETS, PARKING AND ARCHITECTURAL CONTROL GUIDELINES. THE BY-LAWS AND HANDBOOK FURTHER PROVIDE THAT THE ASSOCIATION MAY CHARGE ALL COSTS AND EXPENSES ASSOCIATED WITH ENFORCING THE PROVISIONS OF THE DECLARATION, BY-LAWS AND HANDBOOK TO THE UNIT OWNER AND THAT IN THE EVENT A TENANT, OTHER RESIDENT OR GUEST(S) IS IN VIOLATION OF THE BY-LAWS OR HANDBOOK, THE ASSOCIATION, AS A THIRD PARTY TO THE LEASE, HAS FULL AUTHORITY, AT ITS SOLE DISCRETION, TO ENFORCE THE TERMS OF THE LEASE, AND THAT ANY VIOLATION(S) TO THE ASSOCIATION DECLARATION, BY-LAWS OR HANDBOOK SHALL CONSTITUTE A DEFAULT UNDER THE TERMS OF THE LEASE AND A BREACH OF THE LEASE.

Name(s) of unit owner(s): _____

Resident Name: _____

Home No.: _____ Work No.: _____ E-Mail: _____

Second Resident Name: _____

Home No.: _____ Work No.: _____ E-Mail: _____

Resident Children:

_____ Age: _____

_____ Age: _____

Emergency Contact:

Contact: _____ Relationship _____

Phone No.: _____

Describe any dogs or cats: _____

List the make, model, color, license plate including the state of each vehicle you intend to park at the property:

I/we, the undersigned unit owner, and resident/lessee, certify that the above information is true and correct. I/we further certify that I/we have read all the information contained in this document, including the notices concerning my/our rights and obligations, and agree to be bound by all of the terms and conditions thereof and by the Declaration, By-Laws and Handbook of the Association.

Signature(s) and of Incoming Residents(s):

Signature(s) of Unit Owner(s):

Date:

SECTION THREE

PROOF OF RECIEPT OF LEASING PACKET/AGREEMENT

I am the owner/representative/_____ (other),(circle one) of unit _____. This is to acknowledge I have received, read, understand, and agree to comply with the Leasing Procedures for the 400 North LaSalle Condominium Association.

Signed: _____ Dated: _____

Print: _____

Signed: _____ Dated: _____

Print: _____

Rider to Lease

The undersigned occupant of unit # _____ of the 400 North LaSalle Condominium Association, agrees that they are in receipt of, have reviewed and understand, and agree to abide by the Condominium Instruments including the Declaration and Bylaws of the Association and the Handbook established by the Association.

Signed: _____ Dated: _____

Print: _____

Signed: _____ Dated: _____

Print: _____