

## SALES PACKET

Date: \_\_\_\_\_ Unit#: \_\_\_\_\_

Dear Seller:

Attached please find the Associations approved Sales Packet. This includes: **Section 1** – Notice of Intent to Sell, **Section 2** – Condominium Instruments Rider. This information along with the executed sales contract should be 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 seller's representatives. Below is a list of the Associations requirements (1 completed set must be submitted):

1. Notice of Intent to Sell. (Attached)
2. Name and phone number of the real estate agent and a signed sales contract with riders.
3. Condominium Instruments Rider.
4. **\$250 Refundable Elevator Deposit** from seller.
5. **\$100 Non-refundable Move In Fee** from the buyer.
6. **\$250 Refundable Elevator Deposit** from buyer.
7. **\$100 Non-Refundable Move out fee**
8. Closing Documents/Proof of Sale.
9. Moving Date. (**Moving must be scheduled at least 10 days in advance with Management office**)

Section 22.1 of the Illinois Condominium Property Act states, in part:

In the event of any resale of a condominium unit by a unit owner, such owner shall make available for inspection to the prospective purchaser, upon demand, the following:

- (A) *A copy of the Declaration, By-laws, other condominium instruments and any rules and regulations.*
- (B) *A statement of any liens, including a statement of the account of the unit setting forth the amounts of unpaid assessments and other charges due and owing.*
- (C) *A statement of any capital expenditures anticipated by the unit owner's association within the current of succeeding two fiscal years.*
- (D) *A statement of the status and amount of any reserve for replacement fund and any portion of such fund earmarked for any specified project by the Board of Managers.*
- (E) *A copy of the statement of financial condition of the unit owner's association for the last fiscal year for which such statement is available.*
- (F) *A statement of the status of any pending suits or judgments in which the unit owner's association is a party.*
- (G) *A statement setting forth what insurance coverage is provided for all unit owners by the unit owner's Association.*
- (H) *A statement that any improvements or alterations made to the unit, or the limited common elements assigned thereto, by the prior unit owner are in good faith believed to be in compliance with the condominium instruments.*
- (I) *The identity and mailing address of the principal officer of the unit owner's association or of the other officer or agent as is specifically designated to receive notices.*
- (J) *The principal officer of the unit owner's association or such other officer as is specifically designated shall furnish the above information when requested to do so in writing and within 30 days of the request.*

(K) *A reasonable fee covering the direct out-of-pocket cost of providing such information and copying may be charged by the association or its Board of Managers to the unit seller for providing such information.*

(Added by P.A.83-1271, Section 1, eff. August 30, 1984)

The seller should provide the buyer with a copy of the Condominium Declaration, By-Laws and Handbook. If the seller does not have this information, it is available from the management office at a **\$50** charge. Please note that the Association and its managing agent have 30 days from the date of your last written request to provide it to you. Therefore, forward your written request as soon as possible. Further, it is the duty of the seller to make payment of any fees required by the Association.

**IT SHOULD BE UNDERSTOOD THAT MANAGEMENT IS NOT ALLOWED TO RELEASE INFORMATION TO ANYONE EXCEPT THE SELLER AND THEIR AGENTS. BUYERS, THEIR ATTORNEYS, LENDERS AND APPRAISERS SHOULD NOT CALL OR REQUEST ANY INFORMATION. ALSO, IT IS EXTREMELY IMPORTANT THAT MANAGEMENT RECEIVE A COPY OF PERTINENT CLOSING DOCUMENTS. AFTER THE CLOSING THE BUYER SHOULD SUBMIT A COPY OF THE CLOSING STATEMENT AND/OR PROOF OF SALE, AS DOCUMENTATION TO THE LEGAL CHANGE IN THE OWNERSHIP OF THE UNIT.**

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. New Owners are encouraged to stop by the Management Office to pick up a Welcome Packet, which provides basic building information/policies, important contact information, necessary forms, and other helpful data. Also, please carefully review the Handbook, which contain 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  
**ATTACHMENTS**

**SECTION ONE**

**NOTICE OF INTENTION TO SELL A CONDOMINIUM UNIT**

**This notice is to be completed and submitted to the Management office.**

Date Received from Unit Owner(s): \_\_\_\_\_

**1. NOTICE OF INTENTION TO SELL UNIT**

In accordance with the regulations under the Declaration and By-Laws of Condominium Ownership and the Handbook of 400 North LaSalle Condominium Association, I/we hereby submit this Notice of Intention to Sell the above described 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 Sales contract and the Incoming Resident Information Sheet shall constitute valid notice to my/our intention to sell/lease the above unit.

Further, I/we understand that pursuant to Section 22.1 of the Illinois Condominium Property Act, I/we are responsible for gathering the information needed by persons interested in purchasing the unit and therefore agree that I/we or my/our agents: \_\_\_\_\_ will be the only persons authorized to contact the Management Office for such information.

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 SALE**

Name of Purchaser(s) \_\_\_\_\_

Address \_\_\_\_\_ Unit. No. \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail: \_\_\_\_\_ Term of Sale: \_\_\_\_\_

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 \_\_\_\_\_

**PROOF OF RECEIPT OF SALES PACKET**

**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 guidelines of Sale for 400 North LaSalle Condominium Association.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Print: \_\_\_\_\_

**SECTION TWO**

**Rider to Sales Contract**

The undersigned future owner and/or occupant of unit #\_\_\_\_\_ of 400 North LaSalle Condominium Association, agrees that I/we 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 of the Association.

Signed:

Dated:

\_\_\_\_\_

\_\_\_\_\_

Print:

\_\_\_\_\_

\_\_\_\_\_

Signed:

Dated:

\_\_\_\_\_

\_\_\_\_\_

Print:

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\_\_\_\_\_