

50 EAST BELLEVUE

Condominium Association • Chicago, Illinois 60611-1129
Phone: 312.951.6738 • Fax: 312.951.9813

SALE / LEASE OF A UNIT

The Board of Directors of the 50 East Bellevue Condominium Association has the right of first refusal with regard to the sale or lease of a unit. According to Article VIII, 8.01 Declaration of Condominium Ownership, any unit owner who wishes to sell or lease his or her unit shall give to the Board not less than 30 days prior notice of the terms of any contemplated sale or lease, together with a copy of the executed contract/lease and other required documents as listed below.

Please submit one copy of the following documents to the Management Office for distribution to the Board of Directors, allowing sufficient time (not more than 30 days) for their review and approval. Incomplete or disorganized information will delay distribution to the Board of Directors.

The Association's Rules provide that when a unit is not occupied by its owner, any arrangement for occupancy by persons other than the unit owner is considered a "lease" for purposes of the Association's unit leasing Rules and procedures, even when the occupant is a family member.

1. Signed sales contract or lease (**Only ABOMA leases are accepted on rentals**)
2. Completed "Application for Sale or Lease" form.
3. Credit report.
4. Owners Request for Approval of Sale/Lease.
5. Sale information form.
6. Three letters of reference (business or personal – typewritten)
7. Washer and Dryer agreement signed by all new owners or lessees of the unit and **notarized**.
8. Check for **\$100.00 (administrative/transfer fee)** made out to 50 East Bellevue Condominium Association.
9. Signed Recycling Acknowledgement Form

Move-ins and move-outs must be cleared with the Management Office at least one week in advance of the move. In order to reserve the elevator for the date of each move a non-refundable fee of \$100.00 per move is required in advance.

Lynn K. Lawyer
Property Manager
DK CONDO, a Draper & Kramer Company
50 EAST BELLEVUE CONDOMINIUM ASSOCIATION