

**Astor Tower Condominium
1300 N. Astor Street
Chicago, IL 60610**

DOCUMENTS FOR PROCESSING A SALE OR LEASE

Seven copies (7) of the following are to be provided to the Property Manager.

NOTICE OF INTENT TO SELL

Must be signed by the seller/lessor and the purchaser/lessee

RESIDENT INFORMATION FORM

A COMPLETE COPY OF THE SALES/LEASE CONTRACT

Include any attachments that apply to the transaction

A CREDIT REPORT

A credit report must be submitted on behalf of the purchaser. Thomas Credit Reports are encouraged by not required.

In addition, two checks will be required of both the purchaser and the seller:

\$100 Move Out Fee

\$150 Move Out Refundable Elevator Deposit

\$100 Move In Fee (non-refundable)

\$150 Move in Refundable Elevator Deposit

Checks should be made payable to: Astor Tower Condominium Association.
Move-outs and move-ins should be scheduled with the Property Manager at 312-664-0166.

All prospective purchasers or lessors must meet with the Board of Directors.
Please call the office of the building to schedule a meeting.

The assessment notice status and Right of First Refusal will be provided after the interview.

NOTICE OF INTENTION TO SELL OR LEASE

UNIT _____ OF ASTOR TOWER CONDOMINIUM

1300 N. Astor Street, Chicago, IL 60610

To: **BOARD OF DIRECTORS**
ASTOR TOWER CONDOMINIUM ASSOCIATION

From: _____

name of present unit owner)

(address)

(home telephone no.)

(work telephone no.)

Date: _____ Sale _____ Lease _____ Unit # _____

(name of purchaser/tenant)

In accordance with the Declaration of Condominium Ownership for 1300 N. Astor, Chicago, IL ("Declaration"), and any and all rules established by the Board of Directors for the Astor Tower condominium Association ("Association"), for transmittal to the Board, this Notice of Intention ("Notice") to sell/lease the Unit listed above to the party or parties (and only that party or parties) named above and whose signature is contained below, upon the terms specified in this completed form shall constitute valid notice under the Declaration, of my intention to sell/lease the Unit specified above. I understand that this Notice shall be void and of no legal effect if not signed and dated by the prospective purchaser/tenant of the unit specified above, prior to submission of this Notice to the Board.

I understand that all sales/leases of Units at 1300 N. Astor, Chicago, IL , are contingent upon the decision of the Board to exercise or waive its first right and option to purchase/lease any unit which is desired to be sold/leased by its present owner, that such decision of the Board shall be made within thirty (30) days of receipt by the Board of a Notice of Intent to Sell or Lease, and that the Board has the full right and power to use the full thirty (30) day period and has no obligation to render a decision within a shorter period of time.

Astor Tower Condominium Association

1300 North Astor Street
Chicago, IL 60610

This is to state that _____,
who will occupy unit #_____in Astor Tower, will uphold and obey
all of the rules and regulations of the ASTOR TOWER CONDOMINIUM
ASSOCIATION. I also agree that I will pay any move-in and/or move-out
fees, if applicable.

Signed:_____

Date:_____

Draper and Kramer
Incorporated

Established 1893

Astor Tower Condominium Association

1300 North Astor Street

Chicago, IL 60610

312.664-0166

RESIDENT INFORMATION FORM

Name(s) _____

Present Home Address: _____

Rent _____ Own _____ How Long? _____ Rent/Mortgage _____ /mo

Preceding
Address: _____

Rent _____ Own _____ How Long? _____ Rent/Mortgage _____ /mo

Date and place of birth: (Husband)

Date and place of birth: (Wife)

Name and relationship of all persons to occupy unit regularly:

Full Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any illnesses or handicaps of any proposed occupant:

Draper and Kramer
Incorporated

Established 1893

Husband

Wife

EDUCATION

High School: _____

From _____ To _____

From _____ To _____

College: _____

From _____ To: _____

From: _____ To _____

Degree: _____

Post Grad: _____

EMPLOYMENT:

Present: _____

Address _____

How Long: _____

Position: _____

Previous: _____

Address: _____

How Long: _____

Position: _____

Litigation involved in during last 10 years: _____

Memberships: Business, professional, social:

REFERENCES:

3 Business References:

5 Social References:

Proposed method of purchase: (cash or financing, if financing, through whom & terms):

Pets: _____

Anticipated renovations: _____

Questions for the Board: _____

ASTOR TOWER CONDOMINIUM ASSOCIATION
1300 NORTH ASTOR STREET
CHICAGO, IL 60610
312.664-0166

Owners and Prospective Owners
Astor Tower Condominium
1300 N. Astor Street
Chicago, IL 60610

Effective immediately, the owner of every Astor Tower unit must obtain and maintain an insurance policy providing a minimum of one million dollars (\$1,000,000) of insurance coverage for damage to other units in the building. Every unit owner's insurance policy must provide at least \$1,000,000 of coverage for (1) personal liability and compensatory damages resulting from property damage caused to another unit that originates in the insured's unit, and (2) damage to another unit caused by the negligence of the insured or his/her guests, residents or invitees, all as specified in Section 12(h) of the Illinois Condominium Property Act.

This rule's requirements are NOT satisfied by an insurance policy obtained by a renter. Similarly, some condominium homeowner insurance policies will not satisfy the requirements of this rule without increased coverage limits and/or special endorsements. Unit owners are strongly encouraged to consult with their insurance professionals to ensure full compliance with this rule and to determine whether personal liability coverage in excess of the \$1,000,000 minimum is advisable.

Please provide the Management Office with a certificate of insurance confirming the existence of required insurance as soon as possible.

Thank you for your attention to this most important matter.

Sincerely,

Property Manager

DRAPER AND KRAMER
INCORPORATED

ESTABLISHED 1893

ASTOR TOWER CONDOMINIUM ASSOCIATION
CONTRACTOR/WORKMEN RULES

Owners and Contractors are required to read and sign these Contractors/Workmen Rules before work can begin and are required to follow all the Rules and Regulations of Astor Tower Condominium.

1. Contractors/workmen with contracts exceeding \$1000 must deliver a Certificate of Insurance to the Management office before they will be allowed to work in the building, naming the Astor Tower Condominium Association, the Board of Directors, and the Management Company as additional insured. The minimum limits of liability must be as follows: Commercial General Liability \$1,000,000 each occurrence, Automobile Liability \$1,000,000 each accident, Workers Compensation \$100/\$500/\$100, Umbrella Liability \$1,000,000 each occurrence.
2. All work to be done in accordance with the Chicago Building Code.
3. Anytime a plumbing fixture is to be installed or replaced within an apartment, shut off valves must be replaced; if no shut off valves exist, plumbing work requiring a shut down must be cleared with management one week prior when possible.
4. Contractors may enter the apartment/building before 9AM to set up only. No noise or use of elevators for supplies, etc., before 9AM is allowed. Work is allowed between 9AM and 4:30PM, Monday through Friday. No work involving any noise is allowed on weekends or legal holiday except for emergencies. Noiseless work, such as painting and wallpapering may be done between 9AM and 1PM on Saturday.
5. All workmen are required to register on entering and leaving the building in the log at the front desk. **After hours emergency work will be logged by the maintenance staff.** Workmen should exit the building and **sign out each day by 5:00 PM** (Monday through Friday and by 12:30 pm on Saturday).
6. No contractor will be issued keys to a unit without written authorization from the unit owner.
7. Contractors must make arrangements with Management to pad the elevator walls and protect carpeting. **Only freight elevator is to be used.**
8. All supplies, materials and tools must remain within the unit at all times, and if left in the common elements, will be disposed of by the maintenance staff.

9. Perimeter window wall system—any interior alterations cannot be visible from the exterior of the building. Any components removed are to be turned over to the building Management for use on future repairs.
10. All work must be performed within the unit.
11. Apartment doors must be kept closed at all times. Unit entrance doors should be sealed while work is in progress. Dust, debris, and odors will travel to other units.
12. Workmen must be careful not to accidentally affect any of the common elements of the building that are located in or near an individual unit. Examples include plumbing stacks, ventilation duct work and electrical and cable TV lines. Unit owners will be responsible for any damages caused by construction/remodeling.
13. No contractors/workmen shall be permitted to loiter in the elevator foyers, stairways, or main lobby of the building for any purpose, including smoking.
14. Workmen must provide total protection to other units and to the common elements of the building. Drop cloths must be used to cover the hallway carpeting. Walls, doors, mirrors, and other foyer furniture must be protected each day work is scheduled. Damages to all areas including elevator foyers, service elevators, doors, signage, lighting fixtures, wallpaper, paint, etc., are the financial responsibility of the owner. The drop cloths must be removed at the end of each day. The contractor must clean all foyer areas each day with their own cleaning supplies and vacuum.
15. Any common area of the building damaged by a contractor or workman will be the financial responsibility of the unit owner.
16. Concrete—no coring, chipping, drilling and pounding on or through concrete ceilings or concrete floors is allowed without the written consent of the Board of Directors. This is strictly enforced to maintain the integrity of the structure of the building.
17. Under no circumstance may construction materials or debris be disposed of in the building's trash chutes. The contractor must remove materials and construction debris from the building. Contractors found using these chutes will be asked to cease work in the unit. **The unit owner will be responsible for any damage to the trash chutes.**
18. Any replacing of flooring requires one week notice to the Management office. The required minimum sound proofing must achieve a noise protection of 55 FIIC.

The maintenance staff will answer questions regarding construction or remodeling of your unit as it relates to the building and their experience to insure there will be no problems.

Failure to comply with any of the rules above will result in management suspending contractors from working in the unit and building. Should you have any questions, please contact the Property Manager of the building at 312-664-0166.

I have read the above Contractor/Workmen Rules and agree to comply with them, and I understand that failure to comply with any of the rules could result in construction being suspended and/or a fine to the unit owner.

Owner Signature

Date

Contractor Signature

Date