



To Whom It May Concern:

Enclosed please find the necessary forms for the sale or lease of your unit.

In order to efficiently process the sale or lease of your unit, we will only correspond with the current unit owner or their designated representative. **It is the responsibility of the unit owner and their representative to provide the Buyer or Lessee with all necessary information.**

Please read "**THE NOTICE OF INTENT TO SELL or LEASE FORM**" for instructions and submit all required documents, fees and deposits in one packet at least **10 days prior to your closing or leasing date.**

Upon receipt and review of the required documents, a Paid Assessment Letter will be issued. All requests must be delivered by the owner or their representative **only** to Management Office at The Lofts at Museum Park Condominiums at 1305 S. Michigan Ave., Chicago, IL 60605.

Draper and Kramer Incorporated are **not** responsible for any delays in closing or leasing if these documents are **not** received in the allotted time. **Please note that incomplete packets are not acceptable and will be returned to the owner or their representative.**

In accordance with "**THE ILLINOIS CONDOMINIUM PROPERTY ACT**" Section 22.1(b), any additional information as it pertains to the transaction must be requested in writing and will be acted upon within (30) thirty days of the request.

Sincerely,

LOFTS AT MUSEUM PARK.

Denise Wyatt
Property Manager

NOTICE OF INTENT TO SELL OR LEASE

TO: The Lofts at Museum Park Condominium Association
1305 S. Michigan Ave., Chicago, IL 60605
ATTN: Denise Wyatt, Property Manager

- 1. In compliance with the Declaration of Condominium Ownership for the above referenced Association, and the undersigned Owner(s) of Unit Number _____ at The Lofts at Museum Park Condominium Association, I (We) hereby serve notice that said Unit has been offered for sale or lease to:

Print Name(s) of Buyer(s) or Lessee(s)

Print Name(s) of Buyer(s) or Lessee(s)

- 2. Herewith submits:
 - a. A \$100.00 non-refundable processing fee is due from both parties, made payable to Lofts at Museum Park Condominium Association. (Total \$200.00) **All final payments for sales should be submitted by cashiers check or money order only;**
 - b. A \$100.00 non-refundable move fee is due from both parties, made payable to The Lofts at Museum Park Condominium Association. (Total \$200.00)
 - c. A \$150.00 Damage Deposit
 - d. One copy of the Notice of Intent to Sale or Notice of intent to Lease Form;
 - f. One copy of the Lease Application Form; (Provided by Agent or Owner).
 - g. One copy of the fully-executed Sales Agreement or Lease Agreement;
 - h. Copy of the Credit Report (for units being leased only).
 - i. One copy of the Fitness Center Release and Waiver of Liability Form;
 - j. One copy of the Pet Registration Form;
 - k. One copy of the Move-In and Move-Out forms. **Please contact Denise Wyatt at www.Museum_Park@sbcglobal.net or 312-235-0832 to schedule your move. Directions will be given at that time.**
 - l. Rules and Regulations Read and Receipt Confirmation (Attached to Rules and Regulations, provided by the unit owner).

Note: The above documents are not acceptable by fax or e-mail. Please submit all required documents and checks (please do not combine any checks) collated and stapled in one packet to the Management Office. Incomplete packets are not acceptable and will be returned to the owner or their representative. By my signature below I will comply with the instructions listed above.

Current Owner(s) Signature

Print Owner(s) Name

Current Owner(s) Signature

Print Owner(s) Name

Daytime Telephone No.

Date

**THE LOFTS AT MUSEUM PARK CONDOMINIUM ASSOCIATION
AGENT INFORMATION FORM FOR SALE**

The Lofts at Museum Park Condominium Association
1305 S. Michigan Ave.
Chicago, IL 60610
ATTN: Denise Wyatt

To Whom It May Concern:

This notice is to inform you that we (owners' name) _____ have contracted with the below agent for the sales of Unit # _____ at, The Lofts at Museum Park, 1305 S. Michigan Ave., Chicago, IL 60605.

Anticipated Closing Date is _____ Sales Price \$ _____

Listing Rental Company Name: _____

Agency Address: _____ Agency Telephone: _____

Agent Name: _____

Agent's Desk Telephone: _____ Cell: _____

NOTE: In order to provide the Agent access to your unit when you are not home, please complete the Permission to Enter form with the Door Staff. If there is a tenant living in the unit he or she must complete this form.

Current Owner(s) Signature

Print Owner(s) Name

Current Owner(s) Signature

Print Owner(s) Name

Home Telephone No.

Work Telephone No.

Cell Phone No.

Date

**THE LOFTS AT MUSEUM PARK CONDOMINIUM ASSOCIATION
AGENT INFORMATION FORM FOR LEASE**

The Lofts at Museum Park Condominium Association
1305 S. Michigan Ave.
Chicago, IL 60610
ATTN: Denise Wyatt

To Whom It May Concern:

This notice is to inform you that we (owners' name) _____ have contracted with the below agent for the leasing of Unit # _____ at, The Lofts at Museum Park, 1305 S. Michigan Ave., Chicago, IL 60605

The Lease dates are from _____ to _____

Monthly Rental \$ _____

Listing or Rental Company Name: _____

Agency Address: _____ Agency Telephone: _____

Agent Name: _____

Agent's Desk Telephone: _____ Cell: _____

NOTE: In order to provide the Agent access to your unit when you are not home, please complete the Permission to Enter form with the Door Staff. If there is a tenant living in the unit, he or she must complete this form.

Current Owner(s) Signature

Print Owner(s) Name

Current Owner(s) Signature

Print Owner(s) Name

Home Telephone No.

Work Telephone No.

Cell Phone No.

Date

**THE LOFTS AT MUSEUM PARK
CONDOMINIUM ASSOCIATION
MOVE-OUT FORM**

NAME: _____

All moves, regardless of size shall come through the loading dock. The Maintenance Staff shall place protective coverings in the move elevator. **The Managing Agent Staff shall prevent movers from using the elevators if the current move requirements have not been met.** Elevators are reserved on a first-come basis and according to the following provisions:

1. The security deposit portion of the move fee is refundable upon inspection of the Common Elements by the Managing Office Personnel. The 'move activity period' shall be defined as the period of time between when the pre and post walk-through is conducted. The Resident shall notify the Management Office immediately before commencement of move activity to compile a walk-through report with the Resident. A Resident's failure to do this waives their acknowledgement to pre-existing conditions. After the move is fully complete, the Resident shall notify the Management Office immediately to perform a post walk-through. Walk through inspections shall occur within the moving activity period (9:00 am to 5:00 pm seven days per week).
2. Costs for any damage to the Common Elements caused during the move activity shall be deducted from the deposit portion of the fee. If damage should occur that exceeds the refundable deposit, the Unit Owner will be billed the additional expense. Nothing contained in this section shall be construed to mean that the Resident's liability for damages is limited to the amount of the damage deposit. All deposit balances will be refunded by the Managing Agent within ten (10) business days after the move provided no damage has occurred to the Property during the move activity period as defined above. If damage costs need to be covered, remaining deposits after damage amounts have been satisfied will be returned within a reasonable time period.
3. Residents shall break down and discard boxes from move activity in the loading dock area on the first floor of the building. At no time shall boxes to be disposed of by means of the trash chute or left in the chute room following any move activity. The Residents must remove any and all debris from a move. Failure to clean up and / or remove debris in the Common Elements shall result in a deduction from the deposit or a clean-up fee charged to the Unit Owner assessment account.

Please be advised I would like to move out of Unit # _____ at Lofts at Museum Park Condominium Association. I request the following date and time:

_____ FROM: _____ TO: _____
(DATE) (TIME) (TIME)

Please note: I have enclosed a \$100.00 non-refundable move out fee, the \$100.00 non-refundable move processing fee and the \$150.00 refundable deposit with this form, I understand that move dates are not guaranteed and are scheduled on a first come basis and will not be scheduled until this form and fee is received. I also understand that I must contact Denise Wyatt, the Property Manager at www.Museum_Park@sbcglobal.net or 312-235-0832 to confirm that my date is available before scheduling my movers.

Signature

Date

**THE LOFTS AT MUSEUM PARK
CONDOMINIUM ASSOCIATION
MOVE-IN FORM**

NAME: _____

All moves, regardless of size shall come through the loading dock. The Maintenance Staff shall place protective coverings in the move elevator. **The Managing Agent Staff shall prevent movers from using the elevators if the current move requirements have not been met.** Elevators are reserved on a first-come basis and according to the following provisions:

4. The security deposit portion of the move fee is refundable upon inspection of the Common Elements by the Managing Office Personnel. The 'move activity period' shall be defined as the period of time between when the pre and post walk-through is conducted. The Resident shall notify the Management Office immediately before commencement of move activity to compile a walk-through report with the Resident. A Resident's failure to do this waives their acknowledgement to pre-existing conditions. After the move is fully complete, the Resident shall notify the Management Office immediately to perform a post walk-through. Walk through inspections shall occur within the moving activity period (9:00 am to 5:00 pm seven days per week).
5. Costs for any damage to the Common Elements caused during the move activity shall be deducted from the deposit portion of the fee. If damage should occur that exceeds the refundable deposit, the Unit Owner will be billed the additional expense. Nothing contained in this section shall be construed to mean that the Resident's liability for damages is limited to the amount of the damage deposit. All deposit balances will be refunded by the Managing Agent within ten (10) business days after the move provided no damage has occurred to the Property during the move activity period as defined above. If damage costs need to be covered, remaining deposits after damage amounts have been satisfied will be returned within a reasonable time period.
6. Residents shall break down and discard boxes from move activity in the loading dock area on the first floor of the building. At no time shall boxes to be disposed of by means of the trash chute or left in the chute room following any move activity. The Residents must remove any and all debris from a move. Failure to clean up and / or remove debris in the Common Elements shall result in a deduction from the deposit or a clean-up fee charged to the Unit Owner assessment account.

Please be advised I would like to move-in of Unit # _____ at Lofts at Museum Park Condominium Association. I request the following date and time:

_____ FROM: _____ TO: _____
(DATE) (TIME) (TIME)

Please note: I have enclosed a \$100.00 non-refundable move-in fee, the \$100.00 non-refundable processing fee and the \$150.00 refundable deposit with this form, I understand that move dates are not guaranteed and are scheduled on a first come basis and will not be scheduled until this form and fee is received. I also understand that I must contact Denise Wyatt, the Property Manager at www.Museum_Park@sbcglobal.net or 312-235-0832 to confirm that my date is available before scheduling my movers.

Signature

Date

**THE LOFTS AT MUSEUM PARK CONDOMINIUM ASSOCIATION
FITNESS CENTER RELEASE AND WAIVER OF LIABILITY**

The undersigned resident of Lofts at Museum Park Condominium Association understands and acknowledges that use of The Lofts of Museum Park Fitness Center may involve the risk of bodily injury, property damage and other dangers, and I have decided to use the Fitness Center notwithstanding those risks and dangers. I acknowledge that I have read the Rules and Regulations of the Fitness Center (a copy of which is attached hereto), and agree to abide by them in all respects. I also agree to ensure that all guests and other occupants of my unit who utilize the Fitness Center will comply with those Rules and Regulations, and understand and agree that I am responsible for all guests and other occupants of my unit who utilize the Fitness Center.

Accordingly, I, for myself and for my heirs, assigns and personal representatives, do hereby release, waive, absolve, discharge and agree to hold harmless Lofts at Museum Park Condominium Association and its officers, directors, agents, employees, independent contractors and insurers (collectively, the "Released Parties") from and against any and all rights, claims, demands, causes of action, obligations, suits, liens, damages or liabilities of any kind and character whatsoever, whether known or unknown, suspected or claimed, which I shall or may have in the future against the Released Parties arising out of, based on, related to or connected with my use of the Fitness Center. I also agree to indemnify and hold the Released Parties harmless from the payment of any and all judgments, settlements, costs, disbursements and attorneys' fees that are associated with the Released Parties having to defend or investigate any claim, action or proceeding of any type whatsoever arising out of my use of the Fitness Center including, but not limited to, claims for breach of contract, negligence, strict liability, or otherwise.

I covenant and agree to forever refrain from instituting, prosecuting, maintaining, proceeding on, assisting with or advising to be commenced a suit that arises out of, or may be, in whole or in part, based upon, related to, or connected with the released matters herein or any part of them. I acknowledge that this Release and Waiver of Liability is executed in exchange for the opportunity to use the Fitness Center. This Release and Waiver of Liability shall remain in force until written revocation thereof is delivered by me to Museum Park Lofts Condominium Association, and I understand such revocation will result in my being barred from further use of the Fitness Center.

Please remove one copy of the Fitness Center Rules from the back of this packet and keep for your records.

Signature: _____

Printed Name: _____

Unit Number: _____ Date: _____

THE LOFTS AT MUSEUM PARK CONDOMINIUM ASSOCIATION FITNESS CENTER RULES

The **fitness center is provided solely for the use of Residents and their houseguests and is open 24 hours, 365 days per year.** It is expressly understood and agreed to by anyone entering the Fitness Center that use of the room or any equipment is at the person's own risk. It is recommended that the exercise equipment **not be used without first consulting a physician.** The Association, Board, Management Company, and their employees are not responsible for any injuries or accidents incurred in the fitness center, nor are they liable for any losses **arising from the use** of the fitness center. **All Residents and Guests are subject to the rules and regulations herein.**

The following rules will make the fitness center more enjoyable for everyone:

- a) Equipment is only for the use of Residents 18 years of age or older. **No one under 18 years of age is allowed in the fitness center, with the exception of non-mobile children. Residents are responsible for insuring appropriate behavior of their guests.**
- b) **2 (two) guests per unit are permitted in the Fitness Center at a time. Guests may be ejected from the Fitness Center at any time, with cause, at the discretion of the Board,**
- c) **Please consider not using a particular piece of equipment for more than 30 minutes when someone is waiting for it.**
- d) Smoking, eating or drinking alcoholic beverages is prohibited in the fitness center.
- e) Proper workout attire (including shirts and rubber-soled shoes) is mandatory.
- f) Malfunctioning equipment should immediately be reported to the Doorstaff or Management office.
- g) **Non-residents not registered as houseguests by the owner are not allowed in the fitness room.**
- h) Personal Trainers must register with the management office.
- i) All exercise activity and equipment must be confined to the fitness center.
- j) Benches and weights should be returned to their proper location after your workout is complete.
- k) No personal belongings may be kept or stored in the exercise room. If a Resident wishes to donate equipment to the Fitness Center, they must obtain prior written approval from the Board.
- l) **Pets are never allowed in the fitness center.**

THE LOFTS AT MUSEUM PARK
PET REGISTRATION

Dog(s) and/or other animals residing in your unit must be registered in the Management Office. Please complete the following information as it applies along with the required \$25.00 Pet fee. Failure to properly register any dog on the premises will result in a \$150.00 fine:

Unit Number: _____

Unit Owner: _____

Resident (if different from Unit Owner): _____

If Not Applicable, Please Check Here _____ And Sign and Date Below.

Type of Pet(s): _____

Name: _____ Weight: _____ Color: _____

Name: _____ Weight: _____ Color: _____

[] My pet(s) has been properly vaccinated.

Name of Dog Walker and Company Name if applicable:

Please complete a Permission to Enter Form to provide access.

Signature of Owner/Resident

Date

