



Leasing Packet

Please review this information carefully. The information contained in this leasing packet was compiled in accordance with the Associations Rules and Regulations, the Declaration & By-Laws, the Illinois Condominium Property Act, and answers common questions related to renting units in the building.

The purpose of this packet is to explain the procedures for moving out of your unit, state the requirements for the lease of your unit, provide disclosure information and communicate the policies for new owners moving in.

This packet is inclusive of materials for both the owner and tenant. It is advisable for you to duplicate the information in this packet and distribute as needed to all parties involved, such as agents, attorneys, and renters. At any time you, your agents, or the purchasers have questions, or require assistance with this process, please feel free to contact the Concierge at 312-994-5504, or the Property Manager at 312-644-6770. We will work to make the process as smooth as possible.

I. MOVING OUT OF THE UNIT

(NOTE: If your unit is occupied by a tenant, it is your responsibility to make sure your tenant understands and adheres to these procedures as non-compliance may hinder the rental of your unit.)

- **Availability of Services** - Call the Management Office @ 312-644-6770 or stop in during business hours to check availability of the elevator for the date and time needed for the move out.
- **Service Fee** - Provide a non-refundable service fee of \$500.00 in the form of certified funds (cashier's check, money order, etc.) only.
- **Deposit** - Provide a separate refundable elevator damage deposit of \$500.00 that will be returned after the move is complete and provided that there is no damage done to the elevator or the common areas of the building and reservation time has not been exceeded. Should the amount of damages exceed \$500.00, you will be billed accordingly and prompt payment is expected.
- **Reservation** – Upon receipt of move fees and security deposit, schedule up to four (4) hours of elevator time with the Concierge or Management Office. The moving schedule is as follows:

Weekdays: 9:00am – 5:00pm

Saturdays: 8:00am – 4:00pm

Sundays: Contact Manager

Holidays: No moves allowed

- **Entry Fobs** – Once the move out is complete, Management will de-activate all fobs registered to your unit; they can be turned over to the new residents and re-activated upon request. If new fobs are required, garage fobs can be purchased for \$45, and regular entry fobs for \$20.
- **Leasing** – If the move out is in conjunction with a future lease, the following pages provide instruction as to the requirements of the Association to proceed.

Special Circumstances

If the unit is vacant, the service fee and deposit are not required unless records show it was occupied in the past and the service fees in conjunction to a move out were not paid.

Management and the Association apologize in advance in the event of scheduling conflicts, emergencies, and unexpected or scheduled maintenance that force rescheduling of any anticipated moves. While some events are beyond the power of Management and the Association to control, the staff will work as diligently as possible to see that your sale and move proceed as planned. If rescheduling is necessary, the Association's fees will still be due, but the staff will ensure that as much flexibility is extended to mitigate any inconveniences.

II. ASSOCIATION REQUIREMENTS FOR THE LEASING OF A UNIT

(NOTE: This section can be used by Owners as a checklist for planning and gathering the materials needed by the Association.)

1. _____ **Notice of Intent to Lease.** Please complete the attached form “**L-A**”.
2. _____ **Credit Report.** Per the Declaration, provide a copy of the lessee’s credit report.
3. _____ **Executed Lease.** One signed, original copy of a standard ABOMA Condominium Lease must be provided along with any riders and additional provisions created by the owner or the owner’s agent.
4. _____ **Montgomery Lease Rider.** Please complete the attached form “**L-B**”.
5. _____ **\$500 Non-refundable Service Fee, and \$500 Deposit for move out.** The fee will be charged to the Owners account; the deposit may be in a form of a check which will be held by the Manager.
6. _____ **Incoming Resident Information Sheet.** New tenant must complete the attached form “**L-C**”.
7. _____ **Orientation.** An orientation, conducted by Management, must be completed with the tenant prior to moving in. The orientation will allow the resident to be professionally welcomed to the building, receive detailed information regarding the amenities and provide an opportunity for questions and answers. During the orientation, the Associations governing documents can be reviewed and pertinent data will be collected to update the Associations records once the sale is closed. Elevator reservations may not be honored if the orientation is not completed. To schedule, please contact the Management Office at 312-644-6770.
8. _____ **Proof of Insurance.** The Owner must secure and provide proof of personal liability insurance for the resident of the unit leased within 30 days of leasing. We recommend that to accomplish this, that the Owner require the tenant to purchase a renter’s insurance policy.

NOTICE OF INTENTION TO LEASE A CONDOMINIUM UNIT

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

To: The Montgomery on Superior Condominium Association

Date: _____

From: _____, Owner(s) of Unit#: _____, and Parking Spot# _____

1. STATEMENT OF INTENTION TO LEASE UNIT

In accordance with the regulations under the Declaration and Bylaws and the Rules and Regulations adopted by the Board of Directors of the Montgomery on Superior Condominium Association, I (we) hereby submit this Notice of Intention to lease 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 Lease and the Incoming Resident Information Sheet shall constitute valid notice to my (our) intention to lease the above unit.

2. SUMMARY OF TERMS OF LEASE

Name of Tenant(s): _____

Address: _____ Unit No. _____ Parking Spot No. _____

City, State, Zip: _____

Home Phone: _____ Alt. Phone: _____

E-Mail: _____ Term of lease: _____

Monthly rent amount: _____

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

Signed: _____ Dated: _____

Signed: _____ Dated: _____



**MONTGOMERY ON SUPERIOR
CONDOMINIUM ASSOCIATION**

Rider to Lease

The undersigned occupant(s) of unit # _____ and parking spot # _____ of the Montgomery on Superior Condominium Association, agrees that they are in receipt of, have reviewed, understand, and agree to abide by the Condominium Instruments including the Declaration and Bylaws of the Association and the Rules and Regulations established by the Association. Furthermore, should any amendment to such Condominium Instruments take effect at anytime during my occupancy, I hereby acknowledge my responsibility to abide by the policies contained therein.

Signed: _____

Dated: _____

Print: _____

Signed: _____

Dated: _____

Print: _____

INCOMING RESIDENT INFORMATION

UNIT # _____ **Parking Spot #** _____

Name(s) in which lease is held: _____

If more than one tenant and only one party signed contract, please list name(s) of other(s):

Please complete the following information for the person(s) who will be residing in the unit:

A.

Lessee Name: _____

Best Contact Phone Number: _____

Home Phone Number: _____

Current Address: _____

Employer's Name and Work Phone Number: _____

B.

Second Lessee Name: _____

Best Contact Phone Number: _____

Home Phone Number: _____

Current Address: _____

Employer's Name and Work Phone Number: _____

C.

Other Occupants and/or Resident Children:

_____ Age: _____

_____ Age: _____

_____ Age: _____

_____ Age: _____

Describe any dog that will be kept in the unit **including approximate weight:**

Describe any other pet(s) that will be kept in the unit:

Signature(s) of Incoming Resident(s):

Signature(s) of Unit Owner(s):

Date:

III. MOVING INTO THE UNIT

So long as the requirements of the Association stated in Section “II” of this leasing packet have been met in their entirety, including completion of the Incoming Resident Information form and the Lease Rider, elevator reservations made for the tenant moving into the building will be honored.

- **Availability of Services** - Call the Management Office @ 312-644-6770 or stop in during business hours to check availability of the elevator for the date and time needed for the move out.
- **Service Fee** - Provide a non-refundable service fee of \$500.00 in the form of certified funds (cashier’s check, money order, etc.) only.
- **Deposit** - Provide a separate refundable elevator damage deposit of \$500.00 that will be returned after the move is complete and provided that there is no damage done to the elevator or the common areas of the building and reservation time has not been exceeded. Should the amount of damages exceed \$500.00, the Unit Owner will be billed accordingly and prompt payment is expected.
- **Reservation** – Upon receipt of move fees and security deposit, schedule up to four (4) hours of elevator time with the Concierge or Management Office. The moving schedule is as follows:

Weekdays: 9:00am – 5:00pm

Saturdays: 8:00am – 4:00pm

Sundays: Contact Manager

Holidays: No moves allowed

- **Fob Activation** – Once this process is completed and the move in is underway, the fobs turned over by the seller to the purchaser will be re-activated. If new fobs are needed, the old ones will be permanently deactivated and new ones can be issued; \$45 for garage fobs, and \$20 for regular entry fobs.

Special Circumstances

If the tenant already resides in the unit or on the floor where the unit is being leased, the service fee will not be waived; however, an inquiry may be made to the Board of Directors to consider reducing the charge.

If the unit is intended to be occupied by a tenant, the service fee and deposit are still required and will be held until after the closing documents are received by Management. The purchaser should obtain the Association’s governing documents (Declaration and Bylaws, and Rules and Regulations) from the seller and should provide copies to potential renters. Also, the “Leasing Packet” should be obtained from Management and completed and a copy of that with the lease should be turned over to Management for processing.

Renters intending to sublease their unit, and not taking occupancy, will still be required to pay the \$500 service fee referred to in this packet. While subleases are not prohibited, consistent with Illinois State Law, they are subject to all the same provisions the Association’s governing documents require as stated in this packet.