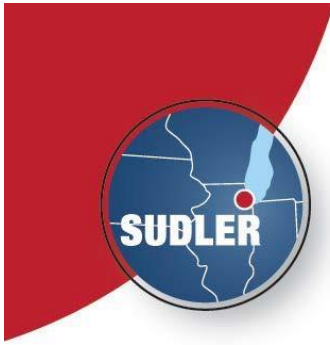


Sales Package

(111) 111 East Chestnut Condominium



SALES PACKAGE

111 East Chestnut Condominium

111 E Chestnut St. Chicago, IL 60611
P: 312-649-9600 F: 312-649-9034
E: 111chestnutmanager@sudlerchicago.com
Sudler Property ID# 111

This "Sales Package" [SP] provides the information and forms required from the Seller and the Buyer for this transaction. For any questions about the Sales Package or about the process of assembling and providing SP items for the Association, please check with property management [contact information above].

If this transaction is an initial sale or a resale, please see pages three and beyond in this Sales Package.	If this transaction is a refinance or a non-resale transfer of title, please start with page two.
--	---

In addition to the Sales Package, the following are also available on the web via sudlerchicago.com/paperwork:

- Condo Questionnaire (aka Homeowner Questionnaire or Lender Questionnaire);
- Section 22.1 Disclosure Statement (Seller's disclosure requirements under Illinois law);
- Paid Assessment Letter [PAL] (showing account status, water billing info, and waiver of Right of First Refusal, if applicable); and
- Declaration and ByLaws, Rules and Regulations, Annual Budget, Audited Financials, Articles of Incorporation, and whatever other documents are available for this Association.

Each of the above is available to be downloaded from the vendor website immediately when ordered except for the Paid Assessment Letter [PAL] and 22.1 Disclosure Statement.

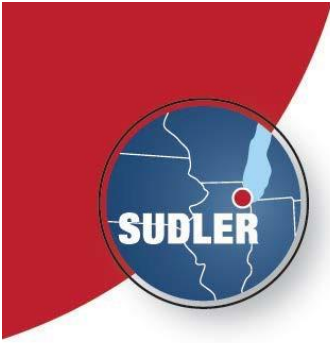
Generally a PAL is available within three business days after purchase, after all Sales Package requirements have been satisfied and, if applicable, after the Right of First Refusal has been waived. 22.1 Disclosure Statements are also released by Sudler and will be available within three business days after purchase.

For best results, the PAL should be ordered at least a week or two in advance of when it will be needed (including possibly for City of Chicago water certification purposes), and the forms and the upfront fees, if any, should also be provided to the Property Manager sufficiently in advance.

When a completed Paid Assessment Letter is ready on the website, an email is sent to the person who placed the order. That email will encourage you to log back into HomeWiseDocs to retrieve the PAL.

For assistance with the vendor website, please contact Customer Service (between 8:00 am and 7:00 pm, Chicago time, weekdays except for holidays) by clicking the Online Chat button in the upper right-hand corner of the website or by phoning 866-925-5004.

If an update or revision to a Paid Assessment Letter is required, there may be a fee for this service.



Non-sale Transactions

[For a RESALE Transaction, please skip to page three.]

111 East Chestnut Condominium
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E: 111chestnutmanager@sudlerchicago.com
Sudler Property ID# 111

➤ REFINANCE WITH NO TRANSFER OF TITLE

[Please contact property management (above) for instructions concerning this Sales Package.]

I am [We are] refinancing unit(s) _____, **with no transfer of title**, to close on approximately

[date] _____. I understand that the Paid Assessment Letter [PAL] will show only payments on the account prior to the date of the PAL [please see page six] and that there is an extra charge for an updated PAL. I also understand that a Lender Questionnaire and other Association documents may be obtained on the web via sudlerchicago.com/paperwork

Owner(s), please sign and date: _____

=====

➤ TRANSFER OF TITLE, WITH OR WITHOUT REFINANCE

[Please contact property management (above) for instructions concerning this Sales Package.]

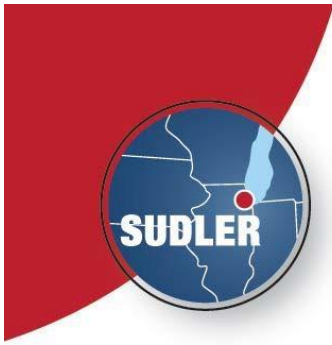
I am [We are] arranging to transfer title for unit(s) _____, with or without a concurrent refinancing. Title is currently held in the name of

and after the transfer, the title will be in the name of

to close on approximately [date] _____. I understand that the Paid Assessment Letter [PAL] will show only payments on the account prior to the date of the PAL [please see page six] and that there is an extra charge for an updated PAL. I also understand that a Lender Questionnaire and other Association documents may be obtained via sudlerchicago.com/paperwork

Owner(s), please sign and date: _____

Please contact the Property Manager [above] with any questions about this transaction -- including Right of First Refusal or Special Assessment Payoff components, if any.



Resale Checklist

111 East Chestnut Condominium

111 E Chestnut St. Chicago, IL 60611

P: 312-649-9600 F: 312-649-9034

E: 111chestnutmanager@sudlerchicago.com

Sudler Property ID# 111

Please contact the Property Manager [above] with any questions about the Resale Checklist requirements or, if applicable at this property, about Right of First Refusal.

FORMS TO BE PROVIDED directly to the Property Manager [above]:

- > Sudler Transactions Notice of Intent and all other forms herein
- > Complete and final sales contract, signed by Seller and Buyer

ASSOCIATION FEES TO BE PROVIDED IN ADVANCE and payable to the Association:

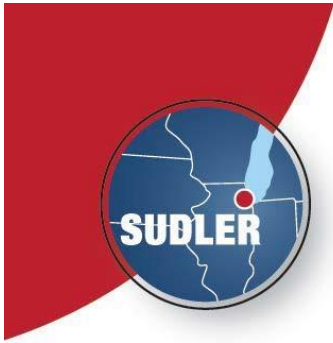
- > \$400 Move-out Fee (Seller)
- > \$400 Move-in Fee (Buyer)
- > \$400 Move-out Security Deposit (Seller) [refundable; see below]
- > \$400 Move-in Security Deposit (Buyer) [refundable; see below]

[Please note that payments provided in advance by credit card or check via the vendor website are processing fees paid to Sudler Property Management and to HomeWiseDocs.]

ASSOCIATION FEES TO BE PAID AT CLOSING and passed along to the Association by the title company:

- > \$300 Transfer Fee (Buyer)

Note: Security Deposit is "refundable" to the extent that the deposit is returned after subsequent inspection has determined that no damage has taken place during the move. The cost of any damage may be deducted from the deposit, however, and further billing or legal action may take place if the cost of damage exceeds the amount of the deposit.



Sudler Transactions Notice of Intent / Seller

111 East Chestnut Condominium
111 E Chestnut St. Chicago, IL 60611
P: 312-649-9600 F: 312-649-9034
E: 111chestnutmanager@sudlerchicago.com
Sudler Property ID# 111

For the sale of Unit # _____ Parking space # _____

Seller (current Unit Owner) and prospective Buyer indicate intent to sell / purchase as shown above, attest to having read and understood all Sales Checklist requirements, warrant that all information set forth in all submitted forms is complete and correct, and authorize independent verification of all statements. Each party acknowledges that any required payments and Association fees, as may be shown on the Paid Assessment Letter, are due and payable at closing; each party acknowledges that, if not paid at that time, all payments on this account and any fees pertaining to this transaction will become the responsibility of the Buyer (new Unit Owner) upon transfer of title. Buyer acknowledges that the identity and mailing address of any mortgage holder must by law be disclosed to the Board of Managers of the Association within fifteen days. Buyer accepts the responsibility of providing a copy of the closing documents, via title company or directly, to the Property Manager promptly after closing; Seller and Buyer understand that failure to provide sufficient information to document transfer of title may result in the transfer of ownership and billing information within the records of the Association not taking place in a timely manner. Seller acknowledges that any payment that has not cleared as of the processing of the Paid Assessment Letter will be shown as being due at closing and payable at that time. Buyer acknowledges the responsibility of obtaining any subsequent billing statement, which is available upon request from the Property Manager approximately one week prior to its first-of-the-month due date, so as to keep the account current and to avoid any late fees that may otherwise be charged.

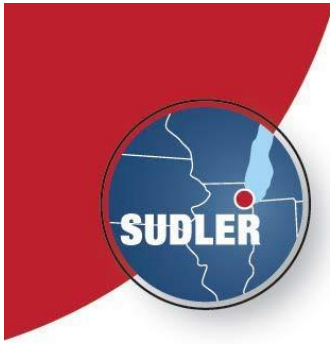
Buyer is hereby notified of the following portion of Section 9(g)(4) of the Illinois Condominium Property Act: "The purchaser of a condominium unit at a judicial foreclosure sale, other than a mortgagee, who takes possession of a condominium unit pursuant to a court order or a purchaser who acquires title from a mortgagee shall have the duty to pay the proportionate share, if any, of the common expenses for the unit which would have become due in the absence of any assessment acceleration during the 6 months immediately preceding institution of an action to enforce the collection of assessments, and which remain unpaid by the owner during whose possession the assessments accrued." For further information, any Buyer to whom this provision applies (or agent or attorney on behalf of Buyer) is advised to contact the Property Manager.

Please print Seller name(s):

Seller(s), please sign:

Today's date: _____

Expected closing date: _____



Sudler Transactions Notice of Intent /Buyer

111 East Chestnut Condominium
111 E Chestnut St. Chicago, IL 60611
P: 312-649-9600 F: 312-649-9034
E: 111chestnutmanager@sudlerchicago.com
Sudler Property ID# 111

For the purchase of Unit # _____ Parking space # _____

Seller (current Unit Owner) and prospective Buyer indicate intent to sell / purchase as shown above, attest to having read and understood all Sales Checklist requirements, warrant that all information set forth in all submitted forms is complete and correct, and authorize independent verification of all statements. Each party acknowledges that any required payments and Association fees, as may be shown on the Paid Assessment Letter, are due and payable at closing; each party acknowledges that, if not paid at that time, all payments on this account and any fees pertaining to this transaction will become the responsibility of the Buyer (new Unit Owner) upon transfer of title. Buyer acknowledges that the identity and mailing address of any mortgage holder must by law be disclosed to the Board of Managers of the Association within fifteen days. Buyer accepts the responsibility of providing a copy of the closing documents, via title company or directly, to the Property Manager promptly after closing; Seller and Buyer understand that failure to provide sufficient information to document transfer of title may result in the transfer of ownership and billing information within the records of the Association not taking place in a timely manner. Seller acknowledges that any payment that has not cleared as of the processing of the Paid Assessment Letter will be shown as being due at closing and payable at that time. Buyer acknowledges the responsibility of obtaining any subsequent billing statement, which is available upon request from the Property Manager approximately one week prior to its first-of-the-month due date, so as to keep the account current and to avoid any late fees that may otherwise be charged.

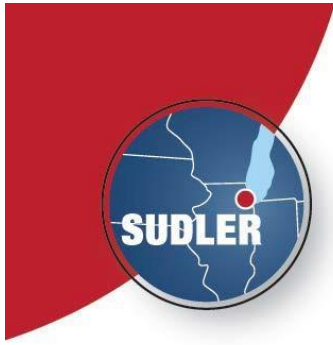
Buyer is hereby notified of the following portion of Section 9(g)(4) of the Illinois Condominium Property Act: "The purchaser of a condominium unit at a judicial foreclosure sale, other than a mortgagee, who takes possession of a condominium unit pursuant to a court order or a purchaser who acquires title from a mortgagee shall have the duty to pay the proportionate share, if any, of the common expenses for the unit which would have become due in the absence of any assessment acceleration during the 6 months immediately preceding institution of an action to enforce the collection of assessments, and which remain unpaid by the owner during whose possession the assessments accrued." For further information, any Buyer to whom this provision applies (or agent or attorney on behalf of Buyer) is advised to contact the Property Manager.

Please print Buyer name(s):

Buyer(s), please sign:

Today's date: _____

Expected closing date: _____



Seller Information

111 East Chestnut Condominium
111 E Chestnut St. Chicago, IL 60611
P: 312-649-9600 F: 312-649-9034
E: 111chestnutmanager@sudlerchicago.com
Sudler Property ID# 111

INSTRUCTIONS FOR SELLER RE FINAL PAYMENT OF ASSESSMENTS AND OTHER CHARGES:

A Paid Assessment Letter (PAL) shows payments received and credited as of when the PAL is written. There is no requirement for a PAL to show a zero balance on the account.

Payment by mail may take several days to clear the lockbox system and be credited to the account. Payment through the Sudler No-check Automatic Payment Plan (SNAPP) typically is processed on or about the fifth of the month and credited to the account within a couple of business days thereafter. Payment online may similarly take several days to clear the third-party vendor and be credited to the account. (Please note Seller's responsibility to request removal in advance from SNAPP or from online Auto-pay so as to avoid withdrawal of funds during the month of the closing and beyond.)

It is best that payment of the final month's billed charges be provided either

- at least three weeks in advance of when the PAL is requested, or else
- as part of the closing process -- usually the better alternative because the title company check can be processed seamlessly into the unit account after the closing.

Any payment – by mail, online, or automatic withdrawal – not credited to the account will not be reflected on the Paid Assessment Letter. Any subsequent overpayment may be refunded upon request; it is the responsibility of the Seller to provide a forwarding address below for any such refund.

New contact information for Seller, effective [date] _____

Print name(s): _____

Street address: _____

City, state, zip: _____

Phone number(s): _____

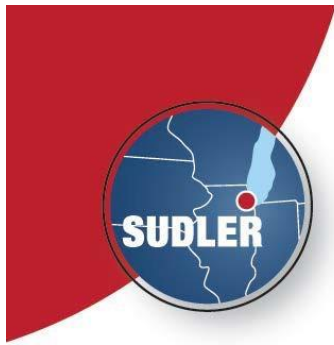
Email address(es): _____

Seller understands that any payment, if not provided at least three weeks before a PAL is requested, will be made as part of the closing process. Seller also understands that a request for a revised or updated Paid Assessment Letter – whether due to a subsequent payment, a delayed closing, or any other reason – will result in an extra charge.

Seller(s), please sign:

Today's date: _____

Expected closing date: _____



Buyer Information

111 East Chestnut Condominium
111 E Chestnut St. Chicago, IL 60611
P: 312-649-9600 F: 312-649-9034
E: 111chestnutmanager@sudlerchicago.com
Sudler Property ID# 111

For the purchase of Unit # _____ Parking space # _____

Please print Buyer name(s):

Previous address: _____

City, state, zip: _____

Phone number(s): _____

Email address(es): _____

In emergency, please contact: _____

[Name and phone number of an emergency-contact person who lives elsewhere]

Please check one:

Will be occupying the unit after closing and want all billing statements sent to the unit address.

Will be occupying the unit after closing but want all billing statements sent to the address below.

Will not be occupying the unit after closing and want all billing statements sent to the address below.

Billing address (if not to the unit): _____

City, state, zip: _____

In compliance with Section 22.1(c) of the Illinois Condominium Property Act:

Identity of mortgage lender: _____

Address of mortgage lender: _____

City, state, zip: _____

Buyer(s), please sign:

[For questions, please contact the Property Manager.]

Updated January 2018

If you are selling or renting your unit...

ASSESSMENTS (refers to sales only)

A Paid Assessment letter can be obtained by visiting the website www.sudlerchicago.com/paperwork Please allow at least three days for processing. Assessment payments for the month the closing is scheduled must be received by the Association no less than 10 days prior to the closing date, if payment is made by personal check. Otherwise a cashier check or money order is required. Payment can also be made at the closing.

REQUIRED PAPERWORK (for selling unit)

The attached paperwork must be completed and submitted by the owner or owner's representative before the Paid Assessment letter is issued. It is the owner's (or owner's agent's) responsibility to see that the paperwork is completed and returned to the Management Office in a timely fashion. The Management Office may not respond to requests from potential buyers or their agents.

REQUIRED PAPERWORK (for renting unit)

The owner or owner's agent is responsible for providing any required paperwork to the Management Office.

RCN SERVICES (312-955-2500)

Cancel the cable TV and internet service in your name (phone as well, if you subscribe with RCN). Call RCN at least two weeks prior to moving out to schedule a pick up of your cable box. Cable boxes may **not** be left with the doorman or Management Office. **RENTERS MUST CANCEL RCN SERVICES, AS WELL.**

111 EAST CHESTNUT CONDOMINIUM ASSOCIATION
SALES/LEASE PROCEDURE

Attached please find a Sales/Lease Packet to be completed by the Seller and Prospective Buyer/Landlord and Prospective Tenant. **Please return one (1) copy of all information to the Management Office.**

Due to an enormous amount of phone calls and requests for the same material by both parties involved (Seller and Buyer), we are only corresponding with the seller's representatives. It is the responsibility of the seller and their representatives to provide the buyer with the necessary information for closing.

The Seller/Lesser should provide the Buyer/Lessee with the Condominium Declaration and By-Laws, also the Association's Budget. If this information is not available there is \$25.00 charge and it must be requested through the owner of the property, the charge will be applied on their assessment account.

An Insurance Certificate may be obtained by contacting:

<http://sudlerchicago.com/insurance>

A copy of the Rules and Regulations of the Association should be given to the prospective Buyer/Tenant. They can be found on the condominium website. www.111chestnut.org We have highlighted a few of the most frequently asked questions.

1. Moves are permitted Monday through Saturday beginning at 9:00 a.m. and finishing at 6:00 p.m. Moves are not permitted on Sundays or holidays. Call Management Office to reserve freight elevator usage time at (312) 649-9600.
2. All moves must take place through the freight elevator, which should be reserved at least one (1) week prior to the move date.
3. There is a transfer fee of \$300.00 (nonrefundable, *only in change of ownership*), a move-out fee of \$400 (nonrefundable), a move-in fee of \$400 (nonrefundable), and a freight elevator deposit of \$400.00 (refundable if no damage) payable **prior to reserving the service elevator. Please remit the deposit on a separate check from the other applicable fees.**
4. The purchaser must submit the name and address and closing documents (RESPA) as soon as possible.
5. Effective January 8, 2017, no smoking is permitted on the premises. (See By-Law amendment recorded on July 8, 2016.)

SELLING UNITS

Dear Seller:

Enclosed please find a copy of a Sales packet, which must be completed, signed and returned to us before your transaction can be completed.

SALE OF UNITS

The sale of a unit is subject to the requirements of Article 22 of the Declaration. It is the responsibility of the Unit Owner to inform their real estate agents that the Common Elements, including the outer and inner lobbies, may not be used as a reception or waiting room or as a place to do paperwork.

All “broker open houses” must be registered in the Management Office. All guests or prospective purchasers must sign in with the doorman.

1. Notice of any sale, gift, devise or other transfer of the Ownership of a Unit shall be given to the Board and Management Office, in the manner provided in section 22 of the Declaration and By-Laws for giving notices, within 5 days following consummation of such transfer.
2. The buyer must complete all forms normally and reasonably required by the Association and return them to the Management Office along with a fully executed copy of the contract of sale prior to the time that the buyer takes possession of the Unit. The purpose of the information requested by the Association is to gather information essential to the efficient functioning of the Association.
3. Elevators will not be provided for moves unit all required information has been provided by the buyer.
4. No signs advertising Units for sale shall be posted in any indoor or outdoor area.

Forms for the proposed sale of any unit are available in the Management office. Occupancy may not occur until the agreement to abide by these rules and payment of required fees has been obtained.

You must complete, sign and return the **Notice of Intention** to sell before information required in Section 22.1 of the Illinois Condominium Property Act can be obtained from www.sudlerchicago.com/paperwork

Your purchaser must complete, sign and return the sales portion before the transaction can be completed.

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 other than the developer, such owner shall obtain from the Board of Managers and shall make available for inspection by 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 the 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 or 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 that insurance coverage is provided for all 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 principal officer of the unit owner's Association or such other officers as is specifically designated shall furnish the above information when requested to do so in writing and within 30 days of the request.
- (j) 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.

Please note that the Association and its managing agent have 30 days from the day of your last written request for this information. 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 his Association. **FINALLY IT SHOULD BE UNDERSTOOD THAT 111 EAST CHESTNUT CONDOMINIUM ASSOCIATION MANAGEMENT OFFICE IS NOT ALLOWED TO RELEASE INFORMATION TO ANYONE EXCEPT THE SELLER AND HIS/HER AGENTS. BUYERS, THEIR ATTORNEYS, LENDERS, AND APPRAISERS SHOULD NOT CALL.**

SINCERELY,
MANAGEMENT

LEASING UNITS

Dear Owner,

Enclosed you will find instructions and forms to be completed regarding renting your condominium unit. All information requested must be returned to the Management Office at least ten days prior to your renter reserving the service elevator for moving in. Reservations for the service elevator will not be taken without having the following information:

- 1. Copy of the lease and all riders**
- 2. Copy of the credit check of renter**
- 3. Notice of Intention to Lease**
- 4. Completed Lessee Information Form**
- 5. \$400 Elevator Fee (refundable, please submit an individual check for this deposit)**
- 7. \$400 Move-in Fee (non-refundable, due before scheduling move-in)**
- 8. \$400 Move-out Fee (non-refundable, due before scheduling move-out)**
- 9. Copy of photo ID (Lessee and co-occupants) in person in the Management Office**

LEASES AND TEMPORARY OCCUPANCY

The leasing of a unit is subject to the requirements of Article 22 of the Declaration and applicable City of Chicago ordinances. Leases shall be for a minimum of six months. Subleases are not permitted. Effective January 8, 2017, no smoking is permitted on the premises. (See By-Law amendment recorded July 8, 2016.)

In leasing a Unit, the Unit Owner is not relieved of any obligations, including payment of assessments and other charges. The unit owner is responsible for the conduct of any lessee. Provided Unit Owners comply with the requirements of Illinois Condominium Property Act, Section 22 and 23 of the Declaration, the By-Laws and the Rules, nothing contained below is intended to suggest that the Board need give its permission/approval to the Unit Owner to lease his or her Unit.

1. Owner must complete notice to lease forms provided by Management.
2. Each executed lease of any one or more Units shall be in writing and a copy of every such lease shall be delivered by the Unit Owner to the Management Office no later than 10 days after the occupancy by tenant. Lack of a final executed lease by the Management Office after first 10 days shall be subject to fines (see Exhibit I: Fines and Fees and Violations). No lessee may move into any Unit until such time as the Management Office has been supplied a copy of the documents in the lease package other than the final executed lease, at least 10 days prior to move-in date. The Association may prohibit a tenant from moving in or occupying a Unit until the Unit Owner complies with the leasing requirements prescribed by these rules.
3. Each lease must have attached a signed Acknowledgement Form confirming lessee's receipt of the Declaration, By-Laws and Rules. This form can be obtained from the Management Office. Regardless of whether such a provision is contained in the lease, however, the lessee shall be so bound. The Association may file suit against a lessee or

his or her Unit Owner and terminate the lease for any breach by the lessee of the Declaration, By-Laws or Rules.

4. In making any lease, the Unit Owner is not relieved of any obligations, under the Declaration, By-Laws or Rules.
5. No lease, assignment of lease, or sublease of any Unit may be for hotel or transient purposes or for a term of less than 6 months, except as specifically provided in the Declaration.
6. Every lease shall expressly provide that the tenant shall use the Unit only for residential purposes (as provided in Section 23 of the Declaration and By-Laws).
7. Owners and lessees must supply the following information to the Management Office prior to the renter moving into the building. Tenants will not be permitted to use an elevator for move-ins until they have complied with all applicable rules including requested informational forms. All forms are available in the Management Office.
 - a. Owners must provide:
 - i. Notice of intention to lease
 - ii. Resident information form
 - iii. Copy of executed lease with all riders.
 - b. The tenant must contact the Management Office to reserve elevator time for the move-in.
 - c. An administrative fee, elevator deposit, and move-in fee must be submitted 10 days in advance to the Management Office to cover normal wear and tear of the building as well as dock security and administrative processing.
 - d. The Tenant must provide the following information prior to move-in:
 - i. Phone numbers at home and office
 - ii. Names, phone numbers and addresses of contacts in case of emergency.
 - iii. Names of individuals residing in the Unit(s).
 - iv. Notification of any disability requiring special assistance in the event of any emergency situation.
 - v. Any other information reasonably required by the Management Office.
 - e. The Unit Owner is responsible for supplying the tenant with Unit keys, mailbox key and common key fob which must be registered in the Management Office and entered into the computer system with the updated/current information. The building engineer can duplicate keys for a fee (See Exhibit I: Fines and Fees and Violations).
 - f. The Board may lease any Units that are purchased by the Board or obtained through forceable detainer/eviction actions, or foreclosure or similar proceeding.

As an owner, you are responsible for the actions of your renter. Please advise them of the condominium's policies regarding pets, bicycles, noise and common courtesies of condominium living. It is suggested that you give them a copy of the excerpt from the Declaration, which speaks of annoyances regarding specific issues.

Work orders for minor repairs, for additional unit keys or common area electronic key fobs can be handled by the association's personnel staff, with the unit owner's prior written approval.

Enclosed you will find a memo explaining this service and an authorization form for you to complete and return to the Management Office. Of course you may hire outside tradesmen to handle repairs in your unit. The service we offer is for your convenience.

For your information, the Association will only accept credit report from the following bureau:

- 1. Equifax**
- 2. Trans Union**
- 3. Experion**

If you have any questions regarding this information, please call the office at 312-649-9600.

Sincerely,
111 East Chestnut Condominium Association

Note: Please complete and return this sheet with the attached packet.

SALE/LEASE (circle one)

Unit: _____ Date: _____

Owner Name _____ Contact# _____

Realtor Name _____ Contact# _____

Attorney Name _____ Contact# _____

Move Out Date _____ Closing Date _____

Incoming Owner/Lessee Name _____

Contact# _____

Move In Date _____

Helpful Checklist

(date and initial entries are for Management Office Use only)

Lease

- Credit Check (date) _____ (initial) _____
- Copy of a Signed Lease (date) _____ (initial) _____
- Notice of Intention to Lease (sect.1) (date) _____ (initial) _____
- Resident Info (sect. 2) (date) _____ (initial) _____
- Elevator Deposit (\$400) (date) _____ (initial) _____ **Refundable*
- Move-In Fee (\$400) (date) _____ (initial) _____ **Non-Refundable*
- Move-Out Fee (\$400) (date) _____ (initial) _____ **Non-Refundable*
- Photo ID (in person) (date) _____ (initial) _____
- Welcome Packet (date) _____ (initial) _____

Sale

- Notice of Intention to Sell (sect.1) (date) _____ (initial) _____
- Resident Info (sect. 2) (date) _____ (initial) _____
- Paid Assessment Letter Sent (date) _____ (initial) _____
- Proof of Closing (RESPA) (date) _____ (initial) _____
- Move Deposit (\$400) (date) _____ (initial) _____ **Refundable*
- Admin./Transfer Fee (\$300) (date) _____ (initial) _____ **Non-Refundable*
- Move-In Fee (\$400) **or** (date) _____ (initial) _____ **Non-Refundable*
- Move-Out Fee (\$400) (date) _____ (initial) _____ **Non-Refundable*
- Insurance Certificate (date) _____ (initial) _____
- Welcome Packet (date) _____ (initial) _____

SALE/LEASE PROCEDURE

Required sales documents; Complete set must be submitted:

1. Notice of Intention to Sell.
2. Name and phone number of real estate agent and/or attorney
3. Incoming Resident Information Sheet* (See Section 2)

* If more than one name appears on the sales contract, information is required for each.

4. Upon close of sale: RESPA or Sales Contract (provided by new owner within 10 days of closing)
-

Required lease documents; one (1) complete set must be submitted:

1. Notice of Intention to Lease
2. Name and phone number of owner, lease rate and signed lease with riders.
3. Incoming Resident Information Sheet. * (See Section 2)
4. Credit Report (Equifax, Trans Union or Experion)

* If more than one name appears on the lease contract, information is required for each.

5. Copy of government issued picture ID.

NOTICE OF INTENTION TO SELL/LEASE CONDOMINIUM UNIT
Section 1 (FOR CURRENT OWNER ONLY)

This Notice is to be completed and submitted to the Management Office of 111 East Chestnut Condominium Association prior to the effective lease/sale date and move-in date.

Unit Owner: _____ Unit: _____ Date: _____

1. NOTICE OF INTENTION TO SELL/LEASE UNIT:

In accordance with regulations under the Declaration of Condominium:

Ownership and the Rules and regulations adopted by the Board of Directors of the 111 East Chestnut Condominium Association. I (we) hereby submit this Notice of Intention of Sell/Lease the above described unit to the party or parties (and only those parties) named in Section 2, and upon the terms specified in that section.

Further, I (we) understand that pursuant to Section 22.1 of the Illinois Condominium Property Act (ICPA), I or my agent will be the only persons authorized to contact the Condominium Management Office. I understand that I am responsible for initiating and purchasing a background check on the new lessee and providing the report to the Management Office. I understand that by submission of this fully executed notice I hereby agree to hold harmless the aforementioned Condominium Association and its Management Agent, staff, and employees for the release of any information requested by me or my agent. Further I agree that the Condominium Association and its Management may release information and documents stated in Section 22.1 of the ICPA to the prospective buyer named in "Summary of Sale" or his or her agents or lenders.

Name of Authorized Agents (Attorney and/or Sales Agent)

Name _____ Phone _____

(FOR CURRENT OWNER ONLY)

2. SUMMARY OF TERMS OF SALE/LEASE (CIRCLE ONE)

Name of Purchaser/Tenant: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Home Phone No.: _____ Work Phone No.: _____

I (we), the unit owner(s) of unit # , affirm my (our) understanding of and agreement with provisions set forth in Section 1 above and certify the information supplied in Section 2 is correct to the best of my knowledge.

Signature

Date

Print Name

SECTION 2
(To be completed and signed by Buyer/Lessee)

UNIT #: _____

PLEASE NOTE:

In compliance with public law 91-508 (15 United States code, section 1681 (D)), this notice is to inform you that, in connection with this form, (1) an investigation may be made as to your credit record; character, general reputation and mode of living and (2) additional information as to the nature and scope of any investigation requested will be furnished to you, upon written request. The purpose of conducting a background investigation is to ensure the safety and protection of all building residents as well as to maintain property values of 111 East Chestnut Condominiums. All information obtained will be kept confidential and will be used for association purposes only.

This document has also been supplied to give you notice that the association's declaration and by-laws which includes issues relating to such items as pets, parking and architectural control guidelines have been recorded against the property. The by-laws and rules and regulations further provide that the association may charge all costs and expenses associated with enforcing the provisions of the declaration, by-laws and rules and regulations to the unit owner and that in the event a tenant, other resident or guest(s) is in violation of the bylaws or rules and regulations, the association, as a third party to the lease, has full authority, at its sole discretion, to enforce the terms of the lease, and that any violation(s) to the association declaration, by-laws or rules and regulations shall constitute a default under the terms of the lease and a breach of the lease.

Name(s) and address in which unit held/occupied :(Purchaser or Lessee Name)

If more than one owner/lessee and only one party signed contract, please list name(s) of other(s): _____

Section 2 – Continued

Page 2

NOTE: Individuals listed as occupants are considered by Management as authorized for unit key distribution in the event of a lock out. For other individuals authorized for unit key, the unit resident must complete an authorization form located in the Management Office.

Unit # _____

Resident Information Form:

Lessee(s)/Purchaser(s) (Circle One)

All blanks must be completed, per the Rules and Regulations of the Association.

A. Lessee/Purchaser (Name): _____

Employer: _____

Employer's Address: _____

Employer's City, State, Zip: _____

Business Phone: _____

Home Phone Number: _____

Cell Phone Number: _____

B. Co-Occupant (Name): _____

Relation to Lessee/Purchaser: _____

Employer: _____

Employer's Address: _____

Employer's City, State, Zip: _____

Business Phone: _____

Home Phone Number: _____

Cell Phone Number: _____

C. Co-Occupant (Name): _____

Relation to Lessee/Purchaser: _____

Employer: _____

Employer's Address: _____

Employer's City, State, Zip: _____

Business Phone: _____

Home Phone Number: _____

Cell Phone Number: _____

111 E CHESTNUT CONDOMINIUM ASSOCIATION
UNIT CONTACT AND EMERGENCY INFORMATION

NAME _____ UNIT # _____

PLEASE CHECK ONE: () RESIDENT UNIT OWNER () NON-RESIDENT UNIT OWNER () TENANT

PLEASE LIST ALL RESIDENTS & CONTACT INFORMATION:

NAME: _____ TELEPHONES: *UNIT, BUSINESS, CELL*

EMAIL ADDRESSES: -

PLEASE LIST DISABLED OCCUPANTS WHO WOULD REQUIRE ASSISTANCE IN THE EVENT OF AN EMERGENCY:

NAME: _____ DISABILITY: _____
NAME: _____ DISABILITY: _____

PLEASE LIST THOSE TO BE CONTACTED IN THE EVENT OF AN EMERGENCY:

NAME: _____ RELATION: _____
PHONE/CONTACT INFO: _____

NAME: _____ RELATION: _____
PHONE/CONTACT INFO: _____

**PLEASE LIST INDIVIDUALS THAT MAY HAVE ACCESS TO YOUR UNIT IN AN EMERGENCY,
PROVIDED UNIT KEYS ARE ON FILE IN THE MANAGEMENT OFFICE KEY SAFE:**

NAME: _____ RELATION: _____ PHONE: _____
NAME: _____ RELATION: _____ PHONE: _____

SIGNATURE: _____ DATE: _____

DO YOU OWN A PET?

YES IF YES, TYPE: _____ WEIGHT: _____
(IF A DOG, MUST WEIGHT NO MORE THAN 30LBS FULL GROWN. A
MAXIMUM OF TWO DOGS OR CATS ARE PERMITTED PER UNIT WITH A
COMBINED WEIGHT NOT TO EXCEED 30 LBS AT MATURITY.)

NO

OWNER/OCCUPANT REFERENCE SHEET

Name: _____

Name of Co-Occupant: _____

Present Address: _____

City/State/Zip: _____

How long at present address: _____ Landlord/Agent: _____

Phone: _____

Reason for moving: _____

Previous Address: _____

City/State/Zip: _____

How long at previous address: _____ Landlord/Agent: _____

Phone: _____

Reason for moving: _____

STATEMENT OF ACKNOWLEDGMENT

I, hereby acknowledge that I have received a copy of the Rules, regulations and Procedures and the Declaration and By-Laws for 111 East Chestnut Condominium Association. I further acknowledge that I am responsible to abide by the Rules, Regulations and Procedures, as well as the Declaration and By-Laws.

Check one:

- Renter**
- Owner**

Signature

Date

Print Name

Date

(This form must be returned to the Management Office with the Sales/Lease information prior to moving into the building.)

LEGAL NOTICE ADDRESS (OWNERS ONLY)

Assessment statements and all association notices and correspondences will be sent to the address listed on this form. Change of legal notice address must be in writing to the Management Office. If we do not have this form on file, legal notices will be sent to the 111 East Chestnut address.

Owner
Name: _____

c/o: _____

Unit # _____

Address: _____

