



## 801 SOUTH PLYMOUTH COURT APARTMENT CONDOMINIUM ASSOCIATION

### LEASE PROCEDURES

The Declaration of Condominium Ownership provides that Unit Owners who have owned their Unit for a minimum of one year may lease their Unit for a period of no less than one year.

1. **Prior to leasing a unit, owners may obtain these forms from the Management Office.**
  - a. Resident Information Form
  - b. Rules and Regulations for Residents
2. **The following information must be received by the Management Office prior to scheduling a moving date:**

#### ***SUBMITTED BY UNIT OWNER(S)***

- a. Executed Condominium Lease Form – “Chicago Residential Lease” published annually by the Chicago Association of Realtors is recommended, but not required
- b. Executed Resident Information & Rules Acknowledgement Form – Completed and signed by Tenant; listing each intended occupant
- c. Unit Lease Fee – A Unit Lease Fee, in the amount of \$300.00, check made payable to 801 South Plymouth Court Condominium Association
  - i. Thereafter, a Unit Lease Fee will be charged to Owner annually on the lease anniversary date if the Unit is to continue to be leased during the upcoming annual period. This applies to both leases that are renewed each year by executing a new lease or extension as well as leases with terms of more than one year. Unit Owners not intending to lease their Unit after the expiration of the current lease term should contact management prior to the lease expiration date to avoid being charged for the upcoming year.

#### ***SUBMITTED BY TENANT***

- a. Elevator Fee
  - i. ***Move-in*** – An elevator fee, in the amount of \$300.00, made payable to 801 South Plymouth Court Condominium Association, and a \$100.00 damage deposit (refundable).
  - ii. ***Move-out*** - An elevator fee, in the amount of \$300.00, made payable to 801 South Plymouth Court Condominium Association, and a \$400.00 damage deposit (refundable). Both checks should be Money Order or Cashier’s Checks.
3. **Only upon receipt of all of the above information and fees will the Management Office schedule a move-in/out date and accept reservations for the use of the freight elevator.**
4. **Failure to comply with the lease procedures may result in a delay of elevator scheduling or fines against the unit owner.**