

3410 Lakeshore Drive Condominium Association

Exhibit C **LEASING YOUR UNIT**

It is imperative that Unit Owners who plan to lease their unit follow the specific guidelines set forth below. These procedures must be followed before any lease can be finalized and are in accordance with the Declaration, By-Laws, Rules and Regulations of the Association.

These are the four steps you must follow:

1. As soon as you plan to lease your unit, please call the Management Office at 773-477-0006. The Office will give you a copy of the procedure you need to follow. If you are using a realtor, please acquaint them with the section of the building rules pertaining to Leasing in the event that they are not familiar with the procedures that must be followed. Realtor should be aware of the requirements of our Declaration of Condominium, By-Laws, Rules and Regulations.
2. After you have found a tenant, you have to provide the Management Office with the following:
 - A copy of the lease
 - Criminal background check (at the Owner's expense)
 - The following completed forms:
 - Exhibit A - **LEASE RIDER**
 - Exhibit C1 - **NOTICE OF INTENT**
 - Exhibit C2 - **NEW LESSEE'S RESIDENT INFORMATION**
 - Exhibit D - **RULES AND REGULATIONS ACKNOWLEDGEMENT FORM**

The Board may interview the intended lessee.

3. When the forms are submitted, a check in the amount currently charged by the Association (\$200.00) must be given to the Management as either a Move-out or Move-in fee. This fee must be paid before any paperwork processing can begin and is not refundable should you choose not to proceed with the lease.
 - No unit shall be leased for a term longer than two years or for a term shorter than one year.
 - Every proposed lease shall expressly provide that the lessee shall be bound by and subject to all the obligations of the Unit Owner, as set forth in the Condominium Declaration, By-Laws, Rules and Regulations.
 - Every proposed lease shall further contain the express provision that "No water furniture is allowed on the premises".
 - Every lease shall contain a Rider in the form included herein as Exhibit A.
 - Each Unit Owner shall be responsible for providing the lessee(s) a copy of the Rules and regulations of the Association as well as any amendments thereto.

- All fines and expenses of the Association, in connection with any violations under these rules by the lessee, shall be assessed to the account of the associated unit Owner.
 - Owners leasing to family members without a formal lease are required to submit a letter containing information normally given on a lease about a tenant, and must provide the family member with the same information, including copies of these Rules and Regulations as would be supplied any other tenant.
4. Each prospective lessee must further understand that after the Board of Directors approves the request that the lessee, will be required to deposit with the Association the sum of \$200.00 to obtain an elevator pass. They will also be required to attend an Orientation Session with the Building Management not later than two weeks after move-in. This \$200.00 will be refunded, less any damages to the common areas which are caused by either the new occupants of their movers including, but not limited to, the removal of moving boxes, packing materials, etc. at time of the Orientation Session.
 5. Before arrangements are permitted for a new lessee to have access to the building, elevators, and the building facilities, the lessee must have a signed certificate from the Managing Agent indicating that the Occupancy Rules and Regulations have been followed.

Your failure to proceed in the manner set forth could impede any contemplated transfer, causing you unnecessary inconvenience and expense, and subjecting you to the remedies provided in the Declaration of Condominium, the By-Laws, the Rules and Regulations.

Please understand that these provisions and procedures are for the welfare of all Unit Owners and that your cooperation will be for your benefit.

Board of Directors
3410 Lakeshore Condominium Association

3410 Lakeshore Drive Condominium Association

Exhibit C1
NOTICE OF INTENT (Rental)

Date: _____ **Unit Number:** _____

Name(s) of Present Unit Owner(s):

(Please Print)

Address: _____

City / State / Zip: _____

Phone: _____ **Work Phone:** _____

In accordance with the regulations established by the Board of Directors ("Board"), under the "Declaration of Condominium Ownership", I hereby submit to the Board this Notice of Intention ("Notice") to lease, the above described property to the party or parties named following and upon the terms specified in the attached lease. The tender to, and receipt to, the Board of this completed form shall constitute a valid notice of my intention to lease my Unit.

TERMS OF LEASE:

Attached is a true copy of the lease, setting forth all of the terms of the agreement between the parties.

Monthly Rent: _____

Lessee Name(s): _____

Unit Owner Signature(s): _____

Please submit this form to the Management Office.

3410 Lakeshore Drive Condominium Association

Exhibit C2
NEW LESSEE'S RESIDENT INFORMATION

Date: _____ Unit #: _____ Is Unit Rental: Y / N
 First Name: _____ Last Name: _____
 First Name: _____ Last Name: _____

Mailing Information (If Different From the Above):

| Street Address | Unit | City, State Zip |
|----------------|------|-----------------|
| | | |

Contact Information:

| Primary Telephone # | Work Phone # | Cell Phone # | Secondary Phone # | E-Mail Address |
|---------------------|--------------|--------------|-------------------|----------------|
| | | | | |

Emergency Contact Information:

| Name and Telephone # for 1 Person | Name and Telephone # for 1 Additional Person |
|-----------------------------------|--|
| | |

ADDITIONAL INFORMATION (if applicable):

Following Individuals have Authorization to Enter My Unit:

| Name (s) | Relationship | Phone Number |
|----------|--------------|--------------|
| | | |
| | | |

| Storage Locker Number | Parking Space(s) |
|-----------------------|------------------|
| | |

Vehicle(s) Information:

| | Make | Model | Color | License Plate | State |
|---|------|-------|-------|---------------|-------|
| 1 | | | | | |
| 2 | | | | | |

Pet(s) Information:

| Type | Pet's Name | How Many | Breed | Color | Age | Sex | Weight |
|------|------------|----------|-------|-------|-----|-----|--------|
| | | | | | | | |
| | | | | | | | |

I understand that it is my responsibility to notify the Management Office if there are any changes to the above information.

Resident's Signature: _____ Date: _____
 Resident's Signature: _____ Date: _____
 Owner's Signature: _____ Date: _____

3410 Lakeshore Drive Condominium Association

Exhibit D RULES AND REGULATIONS ACKNOWLEDGEMENT FORM

Unit #: _____

Date: _____

The following summarizes **only** select rules for 3410 Lakeshore Condominium Association. Residents and owners are obligated to **know and adhere to all Rules** and further, to be responsible for the same by their guests, contractors, etc. This summary reflects **only certain rules** that serve the association's best interests, including safety and equal enjoyment for its owners and residents. **By my signature below, I hereby acknowledge I have received and understand the Association Rules and Regulations. I agree to fully comply with the rules and I am aware that fines may apply for violations of rules.**

Smoking: Prohibited in all common areas (**including** the building perimeter) and residents must minimize smoke infiltration into units/common areas. Smoking materials must be extinguished and properly disposed.

Water Furniture: No waterbeds or water furniture are permitted.

Washing Machines, Clothes Dryers and Portable Dishwashers: Are not permitted.

Window Treatments: Only approved colors of window treatments are permitted.

Garage: Only permitted vehicles may be parked, management may authorize towing (which may occur without notice and be charged to the owner), parking spaces should be maintained free of any fluids. Owners/tenants of tandem spaces shall provide keys to his or her vehicle to the owner/tenant of the related contiguous tandem space.

Insurance: Proof of homeowner's insurance **and** renter's insurance must be provided to the Management Office within 30 days of move-in. Failure to provide such proof will result in a fine.

Building Staff Services: Staff operates and maintains building systems and common areas. Additional services may be requested via work orders, for which fees may apply.

Moves and Deliveries:

- **Owners must schedule moves** at least one week prior to the desired move date. Moves will not be scheduled until a completed leasing package is submitted.
- Moves are not distinguished by weight or volume (consult the Rules).
- Moves are limited to 2 per day, and are allowed every day except on Sunday and all national holidays. (8:00am to 1:00pm or 1:00pm to 6:00pm).
- Deliveries are allowed the same days as moves. Need to be scheduled if may take longer than 15 minutes.

Trash and Recycling: Garbage chute rooms must be kept free of debris, and all refuse bagged securely and pushed down the chute. Large bags that can't fit into the chute, should be carried down to the trash bins in the parking garage. Extraordinary disposal (e.g., furniture, appliances) must be arranged via management (a fee may apply).

Pets: (a) Dogs are allowed only up to the 7th floor. (b) Each unit can have up to two pets with a combined weight of not more than 50 pounds. (c) each dog must be registered with the management office (d) enter/exit via back door and the freight elevator, and (e) not be a nuisance/create an unreasonable disturbance.

Resident's Name: _____ Signature: _____

Resident's Name: _____ Signature: _____

Please submit this form to the Management Office.

3410 Lakeshore Drive Condominium Association

Exhibit A
LEASE RIDER

Unit # _____

Notwithstanding, the terms of the foregoing lease, the provisions of this Rider shall take precedence over the written terms of the lease.

This Rider is added to the attached lease in accordance with the Rules and Regulations of the 3410 Lakeshore Condominium Association. By this Rider, the undersigned parties acknowledge expressly that every lease and the parties thereto shall be subject to all respects to the provisions of the Declaration, By-Laws and Rules and Regulations of the Association and any failure by the lessee to comply with the terms thereof shall be deemed to be a default under this lease.

The lessor agrees to be responsible for any and all fines and expenses incurred by the Association in connection with any violation of any provision of the Declaration, By-Laws or the Rules and Regulation committed by the lessee; and the lessor shall promptly pay to the Association the amount of any such fines and expenses upon the Association's demand.

The Lessor shall provide the Lessee with a copy of the Declaration, By-Laws and Rules and Regulations of the Association.

The Board of Directors of the 3410 Lakeshore Drive Condominium Association shall be a third party beneficiary of said lessee and shall be entitled to pursue all available legal and equitable remedies in the event of any such default. No rights of the 3410 Lakeshore Drive Condominium Association or the Board of Directors shall be deemed to have been waived or void by reason of any previous failure to enforce the same.

_____(Seal) _____ (Seal)
Lessor **Lessee**

_____(Seal) _____ (Seal)
Lessor **Lessee**

_____ (Date) _____ (Date)

NOTE: A signed original of said lease and this rider must be given to the Board of Directors or its Managing Agent for the Association files in accordance with the Rules & Regulations.

Please submit this form to the Management Office.

3410 Lakeshore Drive Condominium Association

Exhibit E
DOG REGISTRATION FORM

Name(s): _____ **Unit #:** _____

Dog #1 Name: _____ **Gender: M / F (Circle One)**

Breed: _____ **Weight:** _____ (lbs.)

Dog #1 Name: _____ **Gender: M / F (Circle One)**

Breed: _____ **Weight:** _____ (lbs.)

Payment of \$200.00 (per dog) annual dog assessment and pet photo(s) should accompany this document.

I (We) hereby certify that the information provided in this form is true, current, and accurate.

Pet Owner's Signature

Pet Owner's Signature

Date: _____

Date: _____

Please submit this form to the Management Office.

Verified by _____