

3410 Lakeshore Condominium Association

Exhibit B

SELLING/RE-FINANCING YOUR UNIT

It is imperative that Unit Owners who plan to sell their unit to follow the specific guidelines set forth below. These procedures must be followed before any sale 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 sell your unit, please call the Management Office at 773-477-0006. The Office will give you a form entitled "Notice of Intention to Sell Your Unit". If you are using a realtor, please acquaint them with the section of the building rules pertaining to Sales in the event that they are not familiar with the procedures that must be followed. Sales agents should be aware of the requirements of our Declaration of Condominium, By-Laws, Rules and Regulations.
2. After you have found a buyer, the following forms have to be submitted to the Property Management Office:
 - Exhibit A2 - Notice of Intent
 - Exhibit A3 - Occupancy Agreement Application (Buyer)
 - Exhibit B3 - New Owner's Information
 - Exhibit D – Rules and Regulations Acknowledgement Form

When the forms are submitted, a check for \$200.00 charged by the Association as Move-Out fee must be given to the Management Office by the Unit Owner.

3. Each prospective purchaser must further understand that prior to moving into the building the purchaser will be required to pay a \$200.00 Move-In fee along with a \$200.00 refundable elevator deposit. They will also be required to attend an Orientation Session with the Building Management not later than two weeks after move-in. Their \$200.00 deposit 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 Orientation Session.
4. In order to close on the purchase of a condominium a paid assessment letter will have to be prepared and will be needed as part of the closing paperwork. A fee of \$175.00 will be charged for the preparation of a paid assessment letter. Same amount will be charged for reproduction of condo documents (declaration, by-laws, Rules and Regulations). There may be other forms that are needed such as a 22.1 disclosure and/or documents required by a mortgage lender. Preparation of a standard 22.1 disclosure and a standard data for your lender will be provided by the Association for a fee of \$175.00. All requests must be in writing and the fees must be paid in advance. All requests requiring less than 24 hour turn around will have an additional surcharge of \$75.00. Payment for these closing documents is to be made payable to Osher Management Services Inc.

Before arrangements are permitted for a new owner to have access to the building, elevators, and the building facilities, the Unit Owner must have a signed Rules and Regulations Acknowledgement Form 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.

Sincerely,

The Board of Directors
3410 Lakeshore Condominium Association

3410 Lakeshore Condominium Association

Exhibit B1
NOTICE OF INTENT

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 sell, the above described property to the party or parties named following and upon the terms specified in the attached contract. The tender to, and receipt to, the Board of this completed form shall constitute a valid notice of my intention to sell my Unit.

TERMS OF SALE:

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

Sale Price: _____

Buyer's Name(s):

Seller's Signature: _____

3410 Lakeshore Condominium Association

Exhibit B2
OCCUPANCY AGREEMENT APPLICATION

Buyer Applicant Information

Name: _____ Phone No.: _____
Soc. Sec. No.: _____ - _____ - _____ Marital Status: _____
E-mail Address: _____
Present Home Address: _____
City: _____ State: _____ Zip Code: _____
How Long at Present Address: _____ No. Rooms: _____ Monthly Rent: _____
Present Landlord: _____ Phone No.: _____
Landlord Address: _____
Previous Address: _____

List Name, Age and Relationship of All Who Will Occupy Unit

<u>Name:</u>	<u>Relationship:</u>	<u>Age:</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment Information

Present Employer: _____ How Long: _____
Address: _____ Phone No: _____
Position: _____
Immediate Supervisor: _____

This certifies that the information supplied was submitted by myself (ourselves) and that all information is true and correct to the best of my (our) knowledge.

Applicant Signature: _____ Dated: _____

Co-Applicant Signature: _____ Dated: _____

3410 Lakeshore Condominium Association

**Exhibit B3
NEW OWNERS' INFORMATION**

Date: _____ Unit #: _____ Are You Residing in Unit: Y / N

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Mailing Information (If Different From the Above Unit):

Street Address	Unit	City, State Zip

Contact Information:

Primary Phone #	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 #

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.

Owner's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

Please submit this form to the Management Office.

3410 Lakeshore 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, Garbage Disposals 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. (8:00 am to 1:00 pm or 1:00 pm to 6:00 pm).
- Deliveries are allowed the same days as moves. Need to be scheduled if may take longer than 15 minutes.
- Protective padding must be placed on hallway carpeting leading to the individual's unit.

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 via the service elevator 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: _____

Management Office
Signature: _____ Date: _____

Please submit this form to the Management Office.

(Rev. 10.24.14)

3410 Lakeshore 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 _____

(Rev. 12.11.13)