

**3410 LAKESHORE
CONDOMINIUM
ASSOCIATION**

***LEASE PACKET
July 29, 2022***

3410 Lakeshore Condominium Association

Exhibit B **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 if 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 must provide the Management Office with the following:
 - A copy of the lease
 - The following completed forms:
 - Exhibit C1 - **NOTICE OF INTENT**
 - Exhibit C2 - **NEW LESSEE'S RESIDENT INFORMATION**
 - Exhibit D - **RULES AND REGULATIONS ACKNOWLEDGEMENT FORM**
 - Exhibit E - **LEASE RIDER**
 - Exhibit F - **DOG REGISTRATION FORM**
 - Exhibit G - **NON-SMOKING ACKNOWLEDGEMENT**
 - Exhibit H - **UNIT OWNER CERTIFICATION OF CRIMINAL BACKGROUND CHECKS ON PROSPECTIVE TENANTS**

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 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. 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 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.

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 the terms of the agreement between the parties.

Monthly Rent: _____

Unit Owner Signature(s): _____

Please submit this form to the Management Office.

3410 Lakeshore Drive Condominium Association
Exhibit C2
NEW RESIDENT INFORMATION

Date: _____ Unit #: _____ Is Unit Rental: Y/N

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Mailing Information (If Different than 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.

Residents' Signature: _____ Date: _____

Residents' Signature: _____ Date: _____

Owners' 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: smoking and vaping is not allowed anywhere inside of the building to include common areas, limited common areas, and **inside the units**, including balconies and decks.

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. (9:00 am to 1:00 pm or 1:00 pm to 5:00 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 cannot 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: _____

3410 LAKESHORE DRIVE CONDOMINIUM ASSOCIATION

Exhibit G

NO SMOKING ACKNOWLEDGEMENT

I understand that 3410 Lakeshore Drive Condominium Association is a **NON- SMOKING** Building.

I recognize that **smoking and vaping is not allowed anywhere inside of the building** to include common areas, limited common areas, and **inside my unit** including balconies and decks. If I or my guests are found to be smoking or vaping anywhere in the building, it will be considered a violation and an **automatic fine of \$500 to \$1,000 will be levied against my unit owner.**

I can also face possible eviction for repeated offenses.

I will abide by the 3410 Lakeshore Drive Condominium Association Smoking Restriction and Ban.

Print Name_____

Signature_____

Unit #_____

Date_____

3410 Lakeshore Drive Condominium Association

Exhibit H

UNIT OWNER CERTIFICATION OF CRIMINAL BACKGROUND CHECKS ON PROSPECTIVE TENANTS

The 3410 Lakeshore Drive Condominium Association has adopted rules regarding leasing of Units which require leasing owners to conduct criminal background checks on all prospective tenants.

The Association and the undersigned understand that such criminal background checks must be kept confidential pursuant to the Cook County, Illinois Just Housing Ordinance and that the Unit Owner cannot submit a copy of the criminal background check or its results of the Board or Management.

In the alternative, the undersigned Unit Owner does hereby certify that he/she has conducted a criminal background check on all tenants over the age of 18, who will be leasing or occupying the Unit Owners condominium.

Print Name: _____

Signature: _____

Date: _____

3410 Lakeshore Drive Condominium Association

Exhibit I

FEE SCHEDULE

#	ITEM	AMOUNT	PAGE	SECTION
	Association Fees			
1	Continuing Violation	\$25 per day	8	II.E
2	Late Charge – Unpaid Fine	\$60	8	II.F
3	Late Charge – Assessment	\$60	8	III
4	Non-Sufficient Funds	\$50	8	III.C
5	Rush Leasing	\$100	13	IV.G.1
6	Additional Maintenance Visit	\$10	14	IV.H.5
7	Additional Window Screen	\$15	14	IV.H.6
8	Water Shut-Off	\$50	14	IV.H.7
9	Large Disposal Fee	\$20 per square yd.	17	IV.L.6
10	Move-Ins/Outs	\$200	23	V.G.6
11	Move-Ins/Outs Security Deposit	\$200	23	V.G.6
12	Dog Fee	\$100	25	VI.A.9
13	Rooftop Large Party Deposit	\$100	29	VIII.C.2
14	Documents required to buy, sell or re-finance	*\$200	38	Exhibit A.
15	Item 14 Requiring Less Than 24 Hours	*\$75	38	Exhibit A
	Fines for Violation of Association Rules and Regulations			
16	Bed Bug Consequences	\$500	16	IV.I.2.d. i
17	Violation of Large Disposal Item	\$100	17	IV.L.6
18	Move-in/out without Notification	\$400	23	V.G.7
19	Smoking Violation	\$500 ¹	19	IV. I..1
20	Unregistered Dog	\$500	25	VI.A.10
21	Violation of Fresh Christmas Trees Rules	\$75	21	V.C.4.c
22	Non-Notification of Rooftop Large Party	\$150	29	VIII.C.2
23	Fine at the Board Discretion		11	IV.C.1

All fees mentioned above are to be made payable to 3410 Lakeshore Drive Condominium Association.

*Check for Items 14 – 15 made payable to Osher Management Services, Inc.

¹ The fine for subsequent smoking violations will be \$1000