

5445
EDGEWATER
PLAZA
CONDOMINIUM
ASSOCIATION



5445 SHERIDAN ROAD • CHICAGO, ILLINOIS 60640 • TELEPHONE 773/769-0500

5445 EDGEWATER PLAZA CONDOMINIUM ASSOCIATION NOTICE OF INTENT TO LEASE
CONDOMINIUM UNIT

WRITTEN NOTICE REQUIREMENTS

The following represents a summary of the procedures that must be followed in order to lease a unit:

1. The unit owner must first give the Association at least TWENTY (20) days prior Written Notice of the proposed lease.
2. This "Written Notice" shall state the name and address of the proposed lessee and the terms of the proposed lease.
3. This Written Notice shall be deemed incomplete unless the following information has been attached to the Written Notice:
 - a. Copy of an approved Lease (available in the Management Office) including the following clause, per the Rules and Regulations of the 5445 Edgewater Plaza Condominium Association.

"TENANT acknowledges that his rights hereunder are in all respects subject to the Declaration of Condominium for the 5445 Edgewater Plaza Condominium Association and the rules and regulations promulgated thereunder, all as presently in force or as amended from time-to-time hereafter, and TENANT agrees to be bound by and abide with the provision of the Declaration and the rules and regulations as aforesaid. TENANT'S agreement to be so bound and to observe the provisions of the Declarations and rules and regulations in no way lessens LESSOR'S responsibilities and obligations under the Declaration and rules and regulations."

- b. \$200.00 Processing Fee.
4. Written Notice shall be deemed delivered when:
 - a. Delivered in person to the Management Office with a written acknowledgement of the receipt thereof; or
 - b. When received by the Management Office when posted through the US mail; or
 - c. When mailed US registered or certified mail.

It should be noted that the TWENTY (20) days' notice begins only after completion of the Written Notice as described in statement three above .and only after delivery as described in statement 4 above.

THE RESPONSIBILITY FOR COMPLETION OF THE ABOVE IS THE SOLE RESPONSIBILITY OF THE OWNER(S) LEASING THE UNIT OR THE REAL ESTATE AGENT(S) AND NOT THE MANAGEMENT OFFICE OF THE ASSOCIATION.

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WRITTEN NOTICE

Date: _____

5445 Edgewater Plaza Condominium Association
5445 N. Sheridan Road
Chicago, IL 60640

Board of Directors

The undersigned Unit Owner, owner of Unit # _____ in the 5445 Edgewater Plaza Condominium Association, hereby give the Association Written Notice as required that he/she proposes to lease Unit # _____ to the following lessee:

Name of Lessee: _____

Present Address: _____

Phone Number: _____

Leasing Price: _____

Real Estate Agent: _____

Address: _____

Information is attached:

_____ Signed Written Notice Application, Memo of Understanding, Parking Acknowledgement, and Rules for Moving In and Out of the Building

_____ ABOMA Lease (Minimum one year)

_____ \$200.00 Rental Application Processing Fee

Unit Owner Signature

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MEMORANDUM OF UNDERSTANDING (TO BE SIGNED BY LESSEE)

I (we), the intended Lessee(s) of the Condominium Unit described above, declare that we have read the "Declaration of Condominium Ownership and of Easements, Restrictions and Covenants for the 5445 Edgewater Plaza Condominium Association" and any amendment or amendments thereto, and understand that we shall at all times hold our interests in the Condominium subject to the rights, easements, privileges and restrictions therein set forth of hereafter established by the Owners and Directors of said 5445 Edgewater Plaza Condominium Association as duly provided for in aforesaid "Declaration of Condominium."

(Signature of Lessee)

(Signature of Lessee)

Date: _____

I (we) also hereby certify as to the above.

(Signature of Owner)

(Signature of Owner)

Date: _____

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ASSIGNMENT OF PARKING SPACES

Parking spaces are not transferable, leasable, or saleable. There are currently waiting lists for both the indoor and outdoor parking lots. Parting applications may be obtained from the Management Office or the Association's Website.

Parking spaces will be assigned in the following order of priority.

1. **First Priority:** To resident unit owners, but no more than one parking space per unit is assignable at this level.
2. **Second Priority:** To non-resident unit owners, but only for the use of the occupants of their units; no more than one parking space per unit is assignable at this level. A valid lease must be on file in the Management Office to designate this second priority level.
3. **Third Priority:** To resident unit owners already having one parking space assigned to them, but no more than one additional parking space per unit is assignable at this level.
4. **Fourth Priority:** To such other persons or parties as the Board shall determine in its sole discretion.

Priority within each level above shall be determined on a first applied, first served basis, as of the date of application, but in no event earlier than the date of closing in the case of a unit owner, or the date of lease for other occupants of a unit. In the case of a renter, the unit owner must sign the parking application.

Please see "Regulations Regarding the Assignment of Parking Privilege" in the Condominium Association House Rules and Regulations for more information concerning parking privileges.

I have read the above information and have received a copy of the Condominium Association House Rules and Regulations. I understand that no parking space assignment is transferable, leasable or saleable.

(Name of Lessee – Please Print)

(Signature of Lessee)

Unit #

Date

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RULES FOR MOVING INTO OR OUT OF THE BUILDING

All moves into or out of the building shall be scheduled with the Management Office in advance and will be subject to the availability of the service elevators. All moves into or out of the building shall take place Monday through Friday, but not on holidays, with a time slot of either 9:00Am – 12:00pm or 1:00pm – 4:00pm.

No owner or lessee of a unit may move into or out of the building without first delivering to the management office of the Association a non-refundable move in fee of two hundred dollars **(\$200.00)** and a two hundred dollar **(\$200.00)** security deposit. The move fee and security deposit must be in the form of two separate money orders or cashier's checks made out to **5445 Edgewater Plaza Condominium Association. Personal check and/or cash is unacceptable.** The sum of two hundred dollars **(\$200.00)** will provide a security officer for three (3) hours to guard against unauthorized persons entering the building while the doors are open for the purpose of the move. Should the move require more than three (3) hours, the person moving will be charged fifteen dollars, **(\$15.00)** for each additional half hour. The extra charges will be taken from the security deposit until it is exhausted, and then it will be billed to the unit owner's assessment account. Under no circumstances may the move extend past 5:00pm. It is advised that residents plan to move all items in or out at one time to avoid additional moves with fees. Regardless of the amount of items being moved in at the time of the move, the fees are always due a week before the move in.

The security deposit will be refunded one to two weeks after the move provided that a satisfactory inspection of the premises has been completed by the security guard. If the occupant moves into or out of the building without properly scheduling through the Management Office and paying the move fees, a two hundred dollar (\$200.00) fine will be billed to the unit owner's assessment account.

The unit owner shall be held responsible for any damages caused to the common elements or any other unit when either the unit owner or their lessee causes said damage when moving into or out of the building. Following the move, the managing agent will notify the owner, and if applicable, the lessee, in writing of the cost of repair of any damage and the owner shall reimburse the Association in such amount within seven (7) days from the date of notice. If reimbursement is not given, the Association will take all legal actions necessary to collect the funds.

This building has a **NO PETS ALLOWED** policy. Also, **WATER BEDS ARE NOT PERMITTED IN THE BUILDING.**

I have read the above rules for moving into or out of the building completely and I understand their contents and agree to abide by them.

(Name of Lessee – Please Print)

Unit #

(Signature of Lessee)

Date

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Intercom Phone Number Selection

The has installed an intercom system that will dial your phone number from the Front Desk when a guest or visitor arrives. The phone number will be associated with an intercom code. The Front Desk staff will not have access to your phone number.

If you would like, each resident in the Unit may have an intercom code.

Please provide Management with the phone number(s) you wish to be associated to the intercom code used to contact you to announce a guest or visitor.

Please contact the Management Office if you have questions. Thank you for your patience and cooperation!

Unit #

Resident 1

Phone Number

Resident 1

Phone Number

Resident 1

Phone Number

Resident 1

Phone Number

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Date: _____

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5445 Edgewater Plaza Condominium Association
5445 N. Sheridan Rd., Chicago, IL, 60640
Phone: (773)769-0500
Fax: (773)769-0225
Email: info@5445edgewater.com

Please fill out and **return** to the Management Office in person or by email/fax as soon as possible.

NAME(S) _____

UNIT # _____

PHONE NUMBERS

HOME: _____

BUSINESS: _____

CELL: _____

EMAIL: _____

In Emergency Call:

Name _____

Name _____

Relationship _____

Relationship _____

Phone _____

Phone _____

LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: _____
THIS IS FOR LOCKOUT PURPOSES ONLY. IF **A RESIDENT** IS LOCKED OUT WITHOUT
IDENTIFICATION, THEY WILL BE ASKED THIS QUESTION TO GAIN ENTRY.
Please notify Management of any future occupancy changes.

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February 18, 2017

5445 Edgewater Condo Association
5445 N Sheridan RD
Chicago Il, 60640

Dear 5445 Edgewater Condo Association,

We are transitioning to a new system for managing your packages. You will be able to receive e-mail and/or text message notifications when packages are received for your unit, but you will need to register which e-mail addresses and text message phone numbers you would like to use.

You may add multiple e-mail addresses and/or phone numbers to be notified and may unsubscribe at any time. When a package arrives for your unit, any e-mail addresses or text message phone numbers you've added for your unit will receive a notification.

Please share this information with any additional residents of your unit.

How to Register for Package Notifications:

- Visit our building's package system website:
<http://www.receivingroom.com/5445edgewater>
- Click "Register" just below the 5445 Edgewater Plaza title
- Select your unit
- Enter your registration code: **DI B8C989F7**
- Enter your first and last name, then click Continue
- Enter your e-mail address and a password to finish creating an account
- Add any additional e-mail addresses or phone numbers you wish to receive notifications
- Check your e-mail for a confirmation message and click the link in the message to confirm
- Check your phone for a confirmation txt message and reply **YES** to confirm
- You will then receive messages when packages are ready for pick-up

If you have any questions about the package notification service, please contact me or the Management Office at 773-769-0500 or by email at info@5445edgewater.com.

Sincerely,
Sherry Ripoli
Property Manager
S445 Edgewater Plaza Condominium Association