

Welcome to 340 West Superior

Leasing Welcome Packet

The 340 West Superior Mission Statement

To make effective decisions that promote a well-maintained building and financially sound Association in order to create a sense of community and improve the health, safety, and quality of life for all residents at 340 West Superior.

NEW LESSEE'S
INFORMATION
PACKET

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INTRODUCTION

Welcome to **340 West Superior**. On behalf of the Board of Directors, and the 340 West Superior Condominium Association, it is our pleasure to welcome all new lessees to **340 West Superior**. We are all proud of the success of **340 West Superior** and its role in the dynamic and popular River North neighborhood. **340 West Superior's** location, amenities and services make it truly a remarkable place to call "home".

This New Lessee Information Packet has been designed to be your resource for valuable information regarding your move to **340 West Superior**, and many other aspects of your condominium association, building and the neighborhood. In addition, it is our hope that it will assist you in understanding the dynamics and responsibilities of the Unit Owners, the Board of Directors and Management.

THE MANAGEMENT COMPANY AND BUILDING MANAGER

A distinctive property deserves a well-respected management company. The Board of Directors has selected Advantage Management, a leader in the Chicago condominium management marketplace, to manage **340 West Superior**. Advantage Management has assigned an On-site Manager to the **340 West Superior** property. It is Management's job to run the daily operations of the property. The On-site Management Office is located on the first floor near the lobby entrance. Management office hours are posted. The phone number of the Management Office is (312) 255-0591. Please contact Management for move-in reservations and any general questions you may have.

Advantage Management, Inc. is accountable to the Unit Owners via the Board of Directors of The 340 West Superior Condominium Association (see discussion below). The On-site Property Manager, while remaining an employee of the management team, will report to the Board of Directors on the daily operations of property. In addition to running the building daily, it will be Management's job to regularly interface with the Board (most visibly at regular meetings) via the Board President. Management will review financial statements prepared by the managing company's accounting department, provide contract and vendor recommendations and recommend building procedures for the Board's consideration. This depth of expertise provides the building with a solid management team.

A condominium property will grow into a stable, cohesive community with the guidance of professional management and expert property supervision. The property is positioned to do this with Advantage Management.

LEASING REQUIREMENTS

1. Each Unit *Owner* shall provide his/her lessee(s) with a copy of the Declaration, Rules and Regulations, and this Welcome Packet.
2. Each lease of any one or more units shall be in writing and for a minimum term of one year, leases cannot be longer than two years. A copy of every such lease and credit report shall be

delivered by the Unit Owner within ten days after the lease is signed and **prior** to the occupancy by the tenant. No lessees may move into any unit until such time as the management office has been supplied a copy of the lease and the freight elevator is reserved for use.

3. Each lease shall contain a clause that states that the lessee(s) acknowledge(s) receipt of a copy of the Declaration and Rules of the Association and that the lessee agrees to be bound and subject to all of the obligations under the Declaration and Rules, as is the Unit Owner in making such lease. Regardless of whether such a provision is contained in the lease, however, the lessee shall be so bound. No lease may be entered into by a prior lessee of this building who has been either previously evicted or subject to eviction proceedings.
4. In making any lease, the Unit Owner is not relieved of any obligations under the Declarations or Rules.
5. No portion of a unit that is less than the entire Unit may be leased.
6. Lessees are permitted to reside in the Unit. Lessees may not be reassigned. Should lessee change a revised Lease and all required documents must be submitted to the Association (proof of Tenants/Renters' insurance, verification of background checks, etc.)
7. Lessee(s) may not be sub-let.
8. No Unit may be leased for business, hotel, or transient purposes.
9. **All service requests, except in the case of emergencies, MUST be submitted by the Unit Owner and not the lessee(s). Lessee's requests for service should be referred to the Unit Owner who is responsible for coordinating requests with Management. This specifically includes requests for new unit and building access devices which must be requested by Unit Owners in writing. E-mail requests are acceptable.**

The UNIT OWNER must supply the following information to the management office at least 30 days prior to the lessee moving into the building. Tenants will not be permitted to use an elevator for move ins until all applicable rules have been complied with, including receipt of all requested information forms. The forms include, but are not limited to, the following.

1. **Notice of intent to lease form**
2. **Names of individuals residing in the unit**
3. **Completed application for each person**
4. **Lease processing fee of \$500.00, per each new lease.**
5. **Resident Information Form**
6. **Proof of Insurance from the UNIT OWNER**
7. **Proof of Renters Insurance from the RENTER**
8. **Completed Pet and bicycle registration fees paid BY UNIT OWNER**
9. **Any fees stated in the Rules section pertaining to moving must accompany these documents and must be paid by the UNIT OWNER**

MOVE INFORMATION

To schedule your move-in, the unit *owner* should contact Management at (312) 255-0591, Monday through Friday, during regular business hours. A Freight Elevator Reservation Form is available from the Management Office or online at www.340superior.com. There is an elevator reservation security deposit of \$500, which is refundable provided that there are no damages caused to common areas from your move. There is a move in/out fee of \$300.00 which is non-refundable. The checks should be made to **340 West Superior Condominium Association**. The moves will be accomplished through the freight elevator.

Reservation requests must be made as far in advance as possible to ensure availability of the elevator; moves are scheduled on a first come, first served basis. Elevator time is limited so it is essential that you or your movers complete your move within the specified time that you have requested. The following is a list of available hours for moving.

<u>MOVING SCHEDULE:</u>	Weekdays	9:00am-5:00pm
	Saturdays	No moves scheduled
	Sundays	No moves scheduled

Residents may block off four hours of freight elevator time, 9-1 or 1-5. Please contact Management with any questions.

Care should be taken to prevent damage to the common areas. The damage deposit will be set aside for indemnification in whole or in part to the Association for any damage to the interior or exterior of the building attributed to the Unit Owner or his/her lessee's moving activity, which will be charged against the deposit. Nothing contained in this rule shall be construed to mean that the Unit Owner's liability for damages is limited to the amount of the damage deposit. The Management Company will refund all deposit balances within five (5) working days after the move provided no damage has occurred to the building in connection with the move.

The maintenance staff will prevent movers from using the elevators if the above regulations have not been met. The Association will impose an additional \$500.00 penalty to the Unit Owner who violates any of these move-in guidelines. It is essential that all moves occur in the time slotted for your initial move in. If you require additional time, please contact the Management Office so that arrangements may be made (perhaps at a later date or time).

Your moving company (or homeowner's insurance provider) should provide the Management Office with a certificate of insurance five business days prior to move in. **340 West Superior Condominium Association, Board, and Managing Agent** should be named as additionally insured in the amount of **\$1,000,000 for general liability and property damage insurance**.

The loading dock is located in the alley on the north side of the building. Please inform your moving company that they will be using the freight elevator. ***Please crush all moving boxes and leave in the recycling bins located in the loading dock.*** If small boxes are left in the trash rooms on your floor, please be sure to break down the boxes and not congest the trash room. Please advise Management so that boxes can be removed promptly. Do not place large items down the trash chute, this may cause chute damage and clogs.

The Day of the Move:

Prior to moving in, each new resident should provide the management office with a copy of their insurance (homeowners or renters) and a copy of their RESPA or lease. If these two documents are not received prior, as well as the moving documents, the move cannot take place. At this time owners should have provided the management with the appropriate move documents, as well as a copy of their closing documents or lease. When a move is ready to begin the unit owner or their lessee, will check in with the front desk and conduct a pre-move inspection of the common areas. Once the move is complete the unit owner or their lessee will then check in with the front desk and complete a post move inspection of the common areas.

The Association and Management are not responsible for any unforeseen mechanical issues with the elevators and will not assume any liability for any damages, fees or other liability that may be incurred by the homeowner.

BUILDING AMENITIES

340 West Superior amenities include 24-hour door staff, residential lobby, indoor parking, on-site management (Management Office is located on the first floor), and recreational amenities. Recreational amenities at **340 West Superior** include a Sundeck and Fitness Center. The Sundeck and the Fitness Center are on the 18th floor accessible from the freight elevator.

UTILITIES AND KEYS

Telephone. Remember to call AT&T at **1-800-244-4444** or your choice of telephone provider to set up phone service. Please contact them at least two weeks in advance of your move in date. It should not be necessary for the phone company to enter your unit if you are having only one phone line installed. It will be necessary for them to enter your unit if you are having more than one line installed or you would like additional jacks installed.

Electric Service. Com-Ed's phone number is **1-800-334-7661**. Please inform them of your closing date so that they can transfer billing into your name.

Gas Service. There is NO need to call the gas company. Gas usage at **340 West Superior** is paid through your monthly assessments.

Internet. The cable provider and the phone company offer high-speed internet access.

Cable Television. RCN is the current provider for residents. They may be reached at **312-955-2500**. Please note that the Association provides basic cable, plus two (2) digital converter boxes through your monthly assessment. Converter boxes can be obtained by calling RCN.

Keys. All building keys should be turned over to you upon closing. In the set of keys, you should have a "150" key which will allow you access to the storage locker room and the

stairwells. You should also receive (2) key fobs, which allows you access to the front entrance and the elevators.

In addition, you should receive a garage door opener from the owner for each parking space rented.

If you wish to change your unit's locks, the unit owner should Management as it is requested that each unit be keyed to the building's master key system.

RUBBISH DISPOSAL

Trash chutes are located on all floors. Please do not put large boxes down the chute. Break down your boxes and bring them down to the 1st floor loading dock. If you have rubbish that will not fit into the trash bins in the loading dock, please notify Management to schedule proper removal. Please note that the Association's rubbish provider charges the Association for special pick-ups. Special pick-ups include large pieces (appliances included) that do not fit into the trash dumpsters. The cost for the special pick up will be passed back to the unit owner.

DELIVERIES/PACKAGE RECEIVING

The Association, Board, Management, and their employees disclaim all responsibility and liability for the condition of any packages left, including flowers or any other perishable items. The doorperson shall log in such deliveries and will notify residents of deliveries. It is the responsibility of all Residents to check with the doorpeople to ensure timely receipt of such items. Residents may bring small packages through the front lobby. All other packages must be brought through the service entrance and elevator. *Each resident is required to sign for his (her) packages upon retrieval from the door staff.*

As a security measure, doorpersons are prohibited from accepting unit keys. All Residents are asked to provide the Management Office with a current set of unit keys for all locks on each unit door. This is necessary for both emergency accesses to a unit as well as to assist a Resident if he/she gets locked out. In the event a forced entry is required during an emergency, the Unit Owner, not the Association or Management Company, will bear the expense of lock replacement and any damage incurred. These keys will be coded and kept under lock and key. Forms are available from the Management Office or Front Desk to authorize the release of a Unit Owner's unit key to a delivery person, cleaning person, outside service technician, or other person authorized to enter a Unit Owner's unit.

Requests to allow access to a Resident's unit may be done by completing a permission to enter form. Upon receipt of written instructions, authorized personnel, during regular business hours, will give out keys. The person to whom a key is issued must sign it out and back in and provide identification. The Association, Board, Management, and their respective employees disclaim all liability for any damage or theft resulting from key issuance.

If a resident so requests in writing, the Management Office or employee designated by the Management Office will sign for or admit to his/her Unit delivery, repair, or other authorized person. The Management Office's responsibility will extend only to admitting the person to the

Unit, not for seeing that the Unit door is locked after the admittance. The Association, Board, Management, and their employees disclaim all liability for any damage or theft resulting from a key issuance or from a requested admittance to a Unit Owner's unit.

All deliveries requiring elevator usage must be scheduled with the Management Office. Once scheduled, prior to the delivery, the delivery company should provide the Management Office with a certificate of insurance five business days prior to move in. 340 West Superior Condominium Association, Board, and Managing Agent should be named as additionally insured in the amount of \$1,000,000 for general liability and property damage insurance

INSURANCE

Residents are required to maintain an insurance policy to cover their personal possessions and any damage caused to the building by their negligence. Unit Owners' insurance should cover all personal possessions, appliances and fixtures. Unit Owners are also responsible for insuring the unit's wall covering (paper, paint, etc.) carpeting and flooring. Lessees are responsible for obtaining appropriate renter's insurance to cover personal possessions. Residents should consult their own insurance agent for proper condominium coverage. On each Unit Owner's insurance policy, **340 West Superior Condominium Association, its Board of Directors and Managing Agent** should be named as additional insured. Each owner and lessee is required to provide the management office with a copy of their policy. All lessees are should follow the same guidelines, in regards to liability and personal belongings.

Information, which each resident may need regarding building specifications when completing a homeowner's insurance application, is listed below.

The total number of units in the building is: 120

The building is 18 stories in height.

Firewalls are rated at 2 hours between units.

Distance to the nearest Fire Station is approximately eight blocks. It is located on Illinois and Dearborn.

The building is 100% protected by an automatic sprinkler system.

A certificate of insurance can be obtained from Rosenthal Brothers at www.condocertificate.com.

IN UNIT MAINTENANCE

Like most condominium associations in Chicago, each homeowner is responsible for maintaining his (her) own unit. The Association does provide complementary light plumbing repairs to fix toilets that run or faucets that leak. Additionally, the Association replaces each unit's HVAC filters twice a year. For all other matters please contact the Management Office if you are in need of a referral. Please note that all maintenance requests must come from the unit owner.

CONTRACTORS/DELIVERIES/SERVICES/TRADESMEN

Management must be notified when you plan to have contractors in your unit, additionally a "Permission to Enter" form must be completed in the event you are not home. Unit Owners shall be responsible for insuring that the contractor employed to work within his or her residence lay drop clean cloths and masonite on top of the corridor carpeting during hours when tradesmen are coming to and from the residence. Such coverings are to completely cover the traffic areas of the carpeting. Drop cloths are to be removed at the end of each working day and all debris collected by the drop cloths removed concurrently.

Contractors must unload materials at the loading dock area, proceed to park their vehicles, and return to load materials on the service elevator.

Contractors **MUST** use the freight elevator and enter and exit from the rear of the building. Contractors and workman are not allowed to use the lobby (unless checking in) or passenger elevators.

The loading dock ("dock") is located in the alley north of the building. The dock shall be used for the purpose of loading and unloading only. After material is delivered the delivery person/contractor must move the vehicle from the building and find appropriate parking.

Contractors may not store any materials within the common elements of the building and are to haul all debris and leftover materials **COMPLETELY** from the building in covered containers. Under no circumstances may construction material be disposed of down the refuse chutes or left in the rooms in which refuse chutes are located.

The Unit Owner shall be responsible for any damage to the common elements of the building caused by contractors they employ or damage caused to the units within the building.

Contractor must provide their contractors license and procure building liability and property damage insurance with at least \$1,000,000 coverage. Such policies must insure the **Unit Owner, 340 West Superior Condominium Association, its Board of Directors, and Management** as additionally insured. **Each Unit Owner shall file a certificate evidencing such insurance with the Management Office.**

For further information please refer to the Association's governing documents.

GENERAL BUILDING RULES AND REGULATIONS

It is the responsibility of all Unit Owners to follow the adopted 340 West Superior Condominium Association Rules and Regulations. While the Declaration and By-laws, which is a legal document, addresses some major building policies, many other procedures and clarifications are often necessary. Rules and Regulations address such areas as security, access, fees and penalties. All governing documents should have been transferred at the time your unit was purchased. However, if copies are needed, Management can provide the documents for a fee or can be procured online at www.340superior.com or www.advantage-management.com.

Article 7 of the Condominium Declaration sets forth covenants and restrictions regarding use and occupancy of **340 West Superior**. Some of the regulations that may be of particular interest to Unit Owners include the following:

- No animals shall be kept or raised in the Common Elements. No more than two (2) pets may be kept in any Unit. No pet may be kept or raised for commercial purposes. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from a Unit upon ten (10) days' notice from the Board to the Owner of the Unit containing such pet, and the decision of the Board shall be final. For purposes hereof, a "pet" is a domesticated animal kept for pleasure rather than utility. *Pets shall not be allowed in any elevators on the Property except for the freight elevator.*
- No clothes, sheets, blankets, laundry of any kind, or other similar articles shall be hung out on any part of the Common Elements. The 340 West Superior Condominium Property shall be kept free and clear of all rubbish, debris and other unsightly materials and no waste shall be committed thereon. All rubbish shall be deposited in such areas and such receptacles.

ALTERATIONS, ADDITIONS OR IMPROVEMENTS

If you are interested in doing work inside your unit, please consult the Rules and Regulations for specific information and guidelines. Most work will require approval from the Association. Appropriate paperwork and fees must be submitted to Management. Documents will be presented to the Board and reviewed. Unit Owners will receive a response in writing.

Please submit, in writing, all planned work *before* such work begins. Prior written approval by the Board (or the prior written consent of the Managing Agent, acting in accord with the Board's direction) is necessary for any additions or improvements. Refer to Section 4.5 of the Condominium Declaration.

Unit Owners making alterations or improvements, with or without prior written approval are responsible for any damage caused to other parts of the building.

All alterations, additions or improvements shall be made in compliance with all state and local laws, ordinances and regulations.

BALCONIES AND TERRACES

ALTERATIONS -- Balconies and terraces are limited common elements and as such may not be altered, screened, or modified in any way without written approval from the Board of Directors. Since balconies and terraces are a limited common element, the Condominium Association is obligated to ensure that their use or modification does not compromise adjacent parcels.

Especially concerning flooring, we have found that most floor coverings retain moisture resulting in damage to the concrete floor of the balcony. Any flooring installed on a balcony is considered a modification. Therefore, in no event may any floor covering or tile be installed over

the concrete without written Board Approval. Use of balconies/terraces is referenced in the Declaration of Condominium, discussed below.

Furniture, accessories and plants placed on the balcony should be of sufficient weight to prevent dangerous conditions during periods of high winds. Nothing may be attached to the exterior of the balcony railings or extend beyond the edge of the balcony. Please do not dispose of dust or rubbish from the balconies over the side of the building.

CLEANING AND PLANT WATERING -- Washing of balconies is permitted during the following hours:

Sunday through Thursday: 10:00 PM to 7:00 AM

Friday and Saturday: Midnight to 8:00 AM

This is due to numerous complaints about plant watering and or balcony washing that is causing a water spray to spill off the balconies and hit the sidewalk and our driveway. Use of chemicals to clean your balcony is prohibited as it can damage your fellow neighbor's plants and stain the areas below.

WIRING

No Unit Owner shall overload the electrical wiring in the property or Building, or operate any machines, appliances, accessories or equipment in such manner as to cause, in the judgment of the Board, an unreasonable disturbance to others, or connect any machines, appliances, accessories or equipment to the heating or plumbing system, without the prior written consent of the Board (or the prior written consent of the Management Company, acting in accord with the Board's direction), or if such system is not part of the Unit, the prior written consent of the owner of such system.

DECORATING

- A. Each Unit Owner shall be entitled to the exclusive use of the interior surfaces of the perimeter walls, floor and ceilings of his/her Unit, and such Unit Owner shall maintain said interior surfaces in good condition at his/her sole expense, as may be required from time to time. Said maintenance and use of interior surfaces shall be subject to these rules and regulations, but such Unit Owner shall have the right to decorate such interior surfaces from time to time as he/she may see fit and at his/her sole expense.
- B. In order to achieve uniformity in the exterior appearance of the Property and the Building, each Unit Owner shall install in all windows of his/her Unit visible from the exterior of the Building, shades, draperies, curtains or other window coverings having a white, beige or other neutral colored lining or surface. Please take pride in our community to achieve this uniformity.
- C. Refer to Section IV of the Declaration for further information regarding installation of flooring material or the Rules and Regulations for specific standards.

EMERGENCY PROCEDURES

WHAT TO DO IN CASE OF FIRE

The Chicago Fire Department has developed a procedure to be used as a guide by all high-rise residents if a fire emergency should arise. Since high-rise buildings are made of fire resistive construction and possess reliable enclosed stairways, fires are generally confined to individual unit's furnishings or possibly the contents of one floor level.

Thus, it is important first of all to understand that a fire in a high-rise building is no cause for panic. The Chicago Fire Department responds to all high-rise building alarms with a heavy complement of personnel and equipment experienced in rescue and fire control operations. Upon arrival, this force will promptly effect necessary rescues, confine and control the fire and ventilate the smoke from the building. Nevertheless, it must be realized that if a fire occurs within your unit or on or close to your floor level, it will most likely be necessary for you to seek safe refuge as soon as possible. Therefore, it is extremely important that you, as a Unit Owner, become well acquainted with the stairways provided in your building and procedures to follow in case of fire.

IF A FIRE OCCURS IN YOUR UNIT

1. Immediately leave your unit. Be sure to close the door behind you, leaving it unlocked. Closing the door will prevent the possible spread of heat and smoke into the corridor.
2. Without further delay call the Fire Department at 911 from the front desk. Tell them the floor and unit number as well as the street address.
3. Remember to alert occupants of other units on your floor. It is vitally important that they be given as early a warning as possible, especially at night.
4. Use the closest exit stairway. Be sure to close the stairway door behind you. Once in the stairway, you are in an area of safe refuge and should carefully descend the stairs and exit the building.

Do not attempt to use any of the building's elevators, as they may be already out of service, malfunctioning or not readily available. In addition, the Fire Department will need to use all operable elevators at the time of their arrival in order to gain quick access to the fire area.

FIRE OR SMOKE NEAR YOUR UNIT

1. Immediately call the Fire Department at 911. Tell them the floor and unit number as well as the street address and what you have seen. Don't assume that anyone else has already called them.

2. Before trying to leave your unit, place your hand on the door, palm down. If the door feels warm to the touch within five seconds, do not attempt to open it as this indicates the presence of a dangerous fire condition in the corridor.
3. If the door is not warm to the touch, carefully open it a small amount so as to check for the possible presence of smoke in the corridor.
4. If you feel that the corridor can be used, alert occupants of other units on your floor and proceed to the closest exit stairway. Be sure to close your unit door and the stairway door behind you. **Do not attempt to use the elevators.**
5. If your unit door is warm to the touch or there is heavy smoke in the corridor, keep the door closed. Seal cracks around the door and any other places where smoke appears to be entering with wet towels.
6. If some smoke enters your unit, and you have windows, which can be operated, open one just slightly. In units having windows, which cannot be opened, merely remain close to the floor until help arrives, or it is safe to leave.

However, the possibility exists that a fire in an adjacent unit or below your unit may spread to your unit via the combustible nature of drapes, curtains, etc. If this condition occurs, close your windows and attempt to remove the combustibles at once (drapes).

Each Unit Owner should be familiar with the location of all exit stairways on his/her floor. If the closest exit cannot be used during a fire emergency, know the alternate one. Following the above-suggested steps, will greatly reduce your chance of being injured in a fire in your building. Since no two fires are alike, plan carefully and learn the building layout well so that you can change your exit plan as conditions warrant.

340 SUPERIOR CONDOMINIUM ASSOCIATION

OWNER/RESIDENT INFORMATION FORM

OWNER INFORMATION

DATE: _____

UNIT #/BLDG:		OWNER(S) NAME(S):	
OWNER'S PERMANENT ADDRESS:		CITY, STATE ZIP:	
HOME PHONE:		E MAIL:	
WORK PHONE:			
CELL PHONE:			

RESIDENT INFORMATION

DO YOU LIVE HERE FULL TIME?	YES NO	CHILDREN AND THEIR NAMES AND AGES	
I HAVE A TENANT	YES NO	IF YES, LEASE DATES:	FROM ___/___/___ to ___/___/___
TENANT NAME:		TENANT PHONE:	
ARE THERE PETS IN THE UNIT?	YES NO	PETS: Dog or Cat Name(s): License #	
Automobile(s) Year: Make/Model: Color: License Plate #:		Parking Space #	
EMERGENCY CONTACT: PHONE: RELATIONSHIP:		Does anyone in your unit require special assistance in case of an emergency or evacuation?	YES NO If yes, _____ _____

PLEASE NOTE - AS REQUIRED BY THE DECLARATION PLEASE attach a copy of your homeowner's insurance declaration page to this document. If applicable, please also attach a copy of your current lease. You may return by email to eruby@advantage-management.com or fax to: 312.255.0593.

340 West Superior Condominium Association

Notice of Intent to Lease

To: 340 West Superior Condominium Association
Attn: Management Office
340 West Superior Street
Chicago, IL 60654

1. In compliance with the Declaration of Condominium Ownership of the above referenced Association, and undersigned owner(s) of unit _____ at said association building, hereby serve notice that I (we) have offered said unit for sale/lease to:

Please print name(s) of Lessee(s)

2. Herewith submits:

1. Notice of intent to lease form
2. Names of individuals residing in the unit
3. Completed application for each person
4. Lease processing fee of \$500.00, per each new lease.
5. Resident Information Form
6. Proof of Insurance from the UNIT OWNER
7. Proof of Renters Insurance from the RENTER
8. Completed Pet and bicycle registration fees paid BY UNIT OWNER
9. Any fees stated in the Rules section pertaining to moving must accompany these documents and must be paid by the UNIT OWNER

Please mail complete information and fees to 340 West Superior Condominium Assn., Attn: Management Office, 340 West Superior, Chicago, IL 60654.

Owner(s) Signature

Print Owner(s) Name

Telephone Number

Date

340 WEST SUPERIOR CONDOMINIUM ASSOCIATION

BICYCLE REGISTRATION FORM

(Please all bikes entering the building must be registered)

NAME(S) _____ UNIT# _____

NUMBER OF BIKES TO REGISTER _____

PLEASE PROVIDE A DESCRIPTION (MAKE, COLOR, MODEL) AND CURRENT STORAGE LOCATION OF BIKE(S):

1. _____

2. _____

3. _____

(OFFICE USE ONLY)

HANGER NUMBER _____

STICKER NUMBER _____

REGISTRATION FEE RECEIVED (\$35.00 per bike) (DATE) _____

RECEIVED BY (SIGNATURE) _____

340 WEST SUPERIOR CONDOMINIUM ASSOCIATION

Pet Registration Form

Pet Owner Information

Name _____ Unit # _____

Telephone number (Day) _____ (Evening) _____

Email Address: _____

Pet # 1

Pet Name _____

Species _____ Breed _____

Sex _____ Weight _____ License # _____

Color & Description _____

Immunization (kind/date) _____

Pet # 2

Pet Name _____

Species _____ Breed _____

Sex _____ Weight _____ License # _____

Color & Description _____

Immunization (kind/date) _____

The **Owner** of Unit _____ understands and acknowledges that failure to abide by the Rules and Regulations of the Association may constitute a nuisance and become grounds for permanently removing the animal from the premises. Should the Association be forced to bring legal action regarding the maintenance of any pet in the Unit, including to recover any costs, fines or fees regarding any such pet in the Unit, any and all legal fees will be assessed against the Unit Owner. The Unit Owner recognizes that in the future, the Association may amend or alter the Rules and Regulations regarding pets. The Unit Owner agrees that he or she is responsible for any pets maintained, kept or visiting his or her Unit, and agrees require any and all occupants of his or her Unit to abide by any and all Rules and Regulations regarding pets passed by the Board of Directors on behalf of the Association now or in the future. Unit owner agree to pay a yearly fee of \$100.00 per dog, this can be made payable to 340 West Superior Condominium Association.

Unit Owner Signature

Date

340 West Superior Condominium Association

340 WEST SUPERIOR MEMORANDUM OF UNDERSTANDING **(TO BE SIGNED BY PURCHASER (S) OR LESSEE (S))**

I (we), the intended Purchaser(s) or Lessee(s) of the Condominium Unit described above, declare that we have read the Declaration of Condominium Ownership and Easements, Restrictions and Covenants of 340 West Superior 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 or hereafter established by the Owners or Directors of the 340 West Superior Condominium Association as duly provided for in the aforesaid Declaration of Condominium Ownership, and all regulations and rules promulgated by said Association.

Signature

Signature

Date

PLEASE RETURN TO THE MANAGEMENT OFFICE

340 WEST SUPERIOR ELEVATOR REGISTRATION FORM

PLEASE COMPLETE THIS FORM OUT AFTER CONTACTING THE OFFICE TO SCHEDULE YOUR ELEVATOR TIMES. UNIT OWNER MUST COMPLETE

Resident Name: _____

Unit Number: _____

Contact Phone #: _____

Alternate Contact #: _____

Name of Mover: _____

Date of Request: _____

Date of Move: _____

Move Time- from _____ to _____ Maximum of 4 hours.

The Unit Owner making the Elevator Reservation agrees to the following terms and conditions:

- Your deposit will be refunded following inspection from an authorized building representative. The inspection is a check for damages to the elevator, common area hallways, freight, elevator and loading docks. In the event, any cleaning or repairs/ replacements are necessary; the deposit will be used to cover the appropriate charge(s). If, for any reason, the charge(s) exceed the deposit, you will be responsible for the difference.
- In order to avoid damage; please use care when moving, common area carpeting should be covered to avoid carpet burns (damage caused by moving cart wheels).
- Please break down all moving boxes and place in the nearest trash room. All moving material debris that fit in the trash chute should be disposed of promptly. Please notify to Management Office that you have left boxes in the chute area so that a member of the maintenance staff can remove them. All debris in hallways, elevator, loading dock and all common areas should be picked up and disposed of properly.
- Prior to your move date you are required to supply the Management Office with a certificate of insurance for general liability and property damage from your moving company in the amount of \$1,000,000 naming 340 West Superior and Management as additional insured. If you are moving your self you will need to contact your insurance agent and have them supply the Management Office with a certificate of insurance in the amount of \$1,000,000 naming 340 West Superior Condominium Association and Management as additional insured.
- Your moving time is reserved for the time specified on this form. Due to time constraints it is essential that your move occur during the time specified. In the event you are not able to move during this time or need additional time please contact the Management Office to arrange additional time if available. If you do not complete your move in the time reserved there is a \$100 per hour fee plus expenses associated with additional security personnel costs and costs that are associated with moves that may be delayed to your using more than your reserved time.
- You accept full responsibility for yourself, moving company employees, and guests who assist in your move. With respect to your licensees, guests, invitees, you agree to save and hold the Association and Advantage Marketing and Management and their employees harmless from any such liability in accordance with and subject to state law.
- The Association, Management, and their employees are not responsible for any uncontrolled elevator outages due to mechanical or other issue making the freight elevator unavailable for your scheduled

time. The Association, Management and their employees are not responsible for any losses incurred in the event that the freight elevator is not available for your move. In the event the freight elevator is not available at the time of your move another time will be made available for your move

- You are responsible to make payment for the use of the freight elevator five days prior to your move in date. A deposit of \$500 must accompany this form payable to 340 West Superior Condominium Association.

Amount of Deposit: \$500.00

Elevator Fee: \$300.00

Date Accepted: _____

READ BEFORE SIGNING

UNIT OWNER

Date

340 WEST SUPERIOR PERMISSION TO ENTER FORM

RE: UNIT: _____

RESIDENT: _____

THIS PERMISSION TO ENTER FORM WILL SERVE AS AUTHORIZATION TO GIVE ACCESS TO:

Name of Individual or Service Firm

TEMPORARY ENTRY:

For the following date: _____

For the following length of time: _____

PERMANENT ENTRY (UNTIL FURTHER NOTICE):

Mondays Only

Tuesdays Only

Wednesdays Only

Thursdays Only

Fridays Only

Saturdays Only

Sundays Only

Any day at any time

Other: _____

GUEST WILL USE RESIDENT'S PARKING SPOT # _____ FROM DATES: _____

MAKE/MODEL: _____ LICENSE PLATE: _____

****PLEASE NOTE THAT ALL NON-RESIDENTS MUST SIGN IN AND OUT EVEN IF A PERMISSION TO ENTER FORM IS ON FILE.****

****ALL CONTRACTORS WILL BE REQUIRED TO LEAVE A VALID PHOTO I.D. WHEN CHECKING OUT A KEY.****

The key accessing this Unit will be provided to the above-authorized party(s). It is understood by the undersigned that **no** member of the **340 W. Superior Condominium Association**, Door, Maintenance, its contractors or Management staff will accompany the authorized person(s). The undersigned holds harmless **340 W. Superior Condominium Association**; Advantage Management, and their respective employees and contractors of any damages or losses in connection with supplying key to authorized user.

The undersigned has caused this permission to enter authorization.

Signature: _____

Date: _____

PLEASE GIVE TO DOORPERSON

Received on: _____