

LEASING PACKET

Please review this information carefully. The information contained in this leasing packet was compiled in accordance with the Associations Rules and Regulations, the Declaration & By-Laws, the Illinois Condominium Property Act, and answers common questions related to renting units in the building.

The purpose of this packet is to explain the procedures for moving out of your unit, state the requirements for the lease of your unit, provide disclosure information and communicate the policies for new owners moving in.

This packet is inclusive of materials for both the owner and tenant. It is advisable for you to duplicate the information in this packet and distribute as needed to all parties involved, such as agents, attorneys, and renters. At any time you, your agents, or the purchasers have questions, or require assistance with this process, please feel free to contact the Front Desk at 312-337-4825, or the Management Office at 312-565-0105. We will work to make the process as smooth as possible.

I. MOVE IN/OUT PROCEDURES

(NOTE: If your unit is occupied by a tenant, it is your responsibility to make sure your tenant understands and adheres to these procedures as non-compliance may hinder the rental of your unit.)

- **Availability of Services** - Call the Front Desk @ 312-337-4825 or the Management Office @ 312-565-0105 during business hours to check availability of the freight elevator for the date and time needed for the move in/out. For all move-ins, an orientation session needs to be scheduled with the Management Office in order to reserve the freight elevator. Orientation must be completed within two weeks after the move-in date. For all move outs, all associated fees/deposits must be paid to the Management Office in order to reserve the freight elevator.
- **Transfer/Administrative Fee** - Provide a non-refundable unit transfer/administrative fee of \$475.00 payable to the Park Millennium Condominium Association to the Management Office.
- **Elevator Reservation** – Upon receipt of the transfer fee, you may schedule up to four (4) hours of elevator time with the Front Desk. The moving schedule is as follows:

**Monday through Saturday: 8:30am to 12:00 pm; 12:30 pm to 4:00 pm;
5:30 pm to 8:00 pm
Sundays: 13:00am-1:30 pm
Holidays: No moves allowed**

- **Fob Activation** – Once this process is completed and the move-in is underway, the fobs turned over by the vacating resident to the occupying resident will be re-activated. If new fobs are needed, the old ones will be permanently deactivated, and new ones can be issued at \$25.00 per fob.
- **Fob De-Activation** – Once the move out is complete, Management will de-activate all fobs registered to your unit; they can be turned over to the new residents and re-activated upon request.

Management and the Association apologize in advance in the event of scheduling conflicts, emergencies, and unexpected or scheduled maintenance that force rescheduling of any anticipated moves. While some events are beyond the power of Management and the Association to control, the staff will work as diligently as possible to see that your leasing and move proceed as planned. If rescheduling is necessary, the Association's fees will still be due, but the staff will ensure that as much flexibility is extended to mitigate any inconveniences.

II. ASSOCIATION REQUIREMENTS FOR THE LEASING OF A UNIT

(NOTE: This section can be used by Owners as a checklist for planning and gathering the materials needed by the Association.)

1. _____ **Executed Lease.** One signed, original copy of a standard residential 12-month lease must be provided along with any riders and additional provisions created by the owner or the owner's agent.

2. _____ **Park Millennium Rider to Lease.** See below.

3. _____ **\$475.00 Non-refundable Unit Transfer/Administrative Fee.** The non-refundable unit transfer/administrative fee will cover the move in/move out and administrative fees. Once received, the resident may schedule elevator time at Park Millennium.

4. _____ **Incoming Resident Information Sheet.** See below.

5. _____ **Fitness Center and Parcel Waivers.** See below.

6. _____ **Orientation.** An orientation, conducted by Management, must be completed with the tenant at least two weeks after the move into the building. The orientation will allow the resident to be professionally welcomed to the building, receive detailed information regarding the amenities and provide an opportunity for questions and answers. During the orientation, the Associations governing documents can be reviewed and pertinent data will be collected to update the Associations records. Elevator reservations may not be honored if the orientation is not scheduled. To schedule, please contact the Management Office at 312-565-0105.

INCOMING RESIDENT INFORMATION

UNIT # _____

Name(s) in which lease is held: _____

If more than one tenant and only one party signed contract, please list name(s) of other(s):

Please complete the following information for the person(s) who will be residing in the unit:

A.

Lessee Name: _____

Home/Cell Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Current Address: _____

B.

Second Lessee Name: _____

Home/Cell Phone Number: _____

Secondary Phone Number: _____

Email Address: _____

Current Address: _____

C.

Other Occupants and/or Resident Children:

_____ Age: _____

_____ Age: _____

_____ Age: _____

Describe any pet(s) that will be kept in the unit:

Renters are not allowed to keep a dog at Park Millennium. Only cats and other animals that are commonly kept as household pets are allowed.

EMERGENCY CONTACT (We recommend this person have a key to your home)

NAME: _____ CELL #: _____

ADDRESS: _____ HOME/OTHER#: _____

Rider to Lease

The undersigned occupant(s) of unit #_____ of the Park Millennium Condominium Association, agrees that they are in receipt of, have reviewed, understand, and agree to abide by the Condominium Instruments including the Declaration and Bylaws of the Association and the Rules and Regulations established by the Association. Furthermore, should any amendment to such Condominium Instruments take effect at anytime during my occupancy, I hereby acknowledge my responsibility to abide by the policies contained therein.

Resident #1:

Name: _____

Signature: _____ Date: _____

Resident #2:

Name: _____

Signature: _____ Date: _____

Miscellaneous Information

Management Contact Information:

Management Office Phone Number: 312-565-0105
Management Office Fax Number: 312-946-1487
Front Desk Phone Number: 312-337-4825

The Management Office Hours are as follows:

Monday, Tuesday, Thursday: 8:30 am - 5:30 pm
Wednesday: 8:30 am - 7:00 pm
Friday: 7:30 am - 5:30pm

The Managing Agent for Park Millennium Condominium Association is DK Condo, a Draper and Kramer Company.

Maintenance Requests:

Any maintenance request that needs to be completed in your unit can only be submitted by the homeowner of the unit. In an emergency situation in which other residents may be affected, please contact the Management Office or front desk immediately, and then please contact the owner of your unit.

Cable TV:

DIRECT TV is the building's cable provider. Cable service includes the "Choice Package". If you choose to upgrade your cable service or have any customer service-related questions regarding your cable, please contact Silver IP at 312-780-0814. You will be billed directly from Direct TV for any upgraded cable services.

Internet Service:

Park Millennium's internet provider is **SilverIP**, which includes the basic speed of 100 mbps. Although internet is provided to all units, wi-fi is not included. You can purchase a wireless router or contact SilverIP to install a wireless router for you (installation fee will apply). If you choose to upgrade your internet service or have any customer service related questions regarding your internet, please contact SilverIP at 312-780-0814. You will be billed directly from SilverIP for any internet service upgrades you choose.

Pets:

Renters are not permitted to have dogs. Renters may have up to two cats or other typical household pets (birds, fish, etc.) in their unit if permitted by their respective landlord.

Storage Lockers:

Park Millennium has multiple types of storage spaces available for rent. Interested residents should inquire about storage space availability and rates with the Management Office. If space is available, residents must complete a storage space registration form and submit it to the Management Office. Residents are required to provide their own lock for storage lockers.

Miscellaneous Information

Continued

Bicycles:

Bicycles must be stored in the designated Bicycle Rooms on the G1 level of the building. All bicycles must be registered with the Management Office and must display a bicycle permit. Registration forms and bicycle permits can be obtained from the Management Office.

Association Website:

Park Millennium has a website that contains a great amount of useful information. Residents can find the Association rules and regulations, standard forms, reports and association announcements on the website. To log onto the Park Millennium website, go to: www.parkmillenniumchicago.com. Residents may contact the Management Office to obtain your username and password for access to the private side of the website.

Parking:

The garage at 222 N. Columbus is managed by Joe's Parking. For information on monthly or hourly parking rates, please contact the garage office at 312-552-0003.

Unit Electricity:

The electricity within a unit is the occupant's responsibility. **Residents should contact an electricity provider prior to moving in to ensure power will be on when they move into the building.** The majority of residents use ComEd (800-334-7661) for electricity, but you are welcome to select any electricity provider you like.

WAIVER FOR ACCEPTANCE OF PARCELS

Park Millennium Condominium Association is willing to accept and hold parcels pursuant to your request on the condition that you, on your own behalf and on behalf of all occupants of your unit, fully and unconditionally release Park Millennium Condominium Association, and all agents and employees from any and all claims and liabilities of whatever nature which may arise in connection with Park Millennium Condominium Association accepting and holding parcels, including, without limitation, claims based on loss of or damage to any items so accepted and held by Park Millennium Condominium Association. Unless other arrangements are made, if your package is not picked up within three (3) days, your package will be returned to its sender.

If you agree to the above terms, please sign the bottom of this agreement. If you do not sign this agreement, we will be unable to accept any parcels addressed to your unit.

Unit #: _____

Resident #1:

Name: _____

Signature: _____ Date: _____

Resident #2:

Name: _____

Signature: _____ Date: _____

FITNESS CENTER LIABILITY WAIVER

By my/our signature(s) below, I/we acknowledge that I/we assume full responsibility for my/our safety and I/we understand and appreciate the risks involved in using the exercise equipment located in the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASOCOCIATION.

I/we am/are aware that I/we should contact my/our physician before I/we start any new exercise program, especially if I/we have not exercised regularly for a period of three (3) months prior to starting at the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASOCOCIATION.

I/we understand that the officers, agents and employees of Park Millennium Condominium Association are not liable under any theory of liability for any injuries or other damages I/we may suffer as a result of said equipment.

I/we further understand and agree that the equipment at the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASOCOCIATION is solely for the use of the Residents and their guest(s). I/we also understand and agree that I/we will use the PARK MILLENNIUM FITNESS CENTER only during the hours designated by the Rules & Regulations, as updated from time to time, of the Park Millennium Condominium Association.

I/we further understand that the officers, agents and employees of Park Millennium Condominium Association make neither representation nor expressed or implied warranties as to the quality of the equipment.

I/we fully understand these terms and give my/our signature(s) to this liability waiver agreement of my/our own volition.

Unit #: _____

Resident #1:

Name: _____

Signature: _____ Date: _____

Resident #2:

Name: _____

Signature: _____ Date: _____