

PARK MILLENNIUM SALES PACKET

Please review this information carefully. The information contained in this sales 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 unit sales in the building.

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

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

- Please note that an Amendment to the Association's Declaration restricting leasing was recorded on September 6, 2011. Please contact the Management Office at 312-565-0105 for details.

I. MOVING 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 sale of your unit.)

- **Availability of Services** - Call the Management Office at 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 Fee** - Provide a non-refundable unit transfer fee of \$400.00 payable to the Park Millennium Condominium Association to the Management Office.
- **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 - Saturday: 8:30 am -12:00 pm; 12:30 pm - 4:00 pm; 5:30 pm - 8:00 pm

Sundays: 10:30 am-1:30 pm

Holidays: No moves allowed

- **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.
- **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 de-activated and new ones can be issued at \$25.00 per fob.

Note: 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 sale 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 SALE OF A UNIT

(NOTE: This section can be used by sellers as a checklist for planning and gathering the materials needed by the Association. Starred (*) items are materials needed to secure the release of the Paid Assessment Letter which will be required at closing to complete the sales transaction.)

1. _____ ***Executed Sales Contract.** A clear copy must be provided along with any riders to the contract.
2. _____ **\$400 Unit Transfer Fee** A non-refundable unit transfer fee of \$400.00 from the purchaser, made payable to the Park Millennium Condominium Association.
3. _____ **\$75.00 Administrative Fee** A non-refundable Administrative Fee of \$75.00 from the seller, made payable to Park Millennium Condominium Association
4. _____ **Balcony Charge-Back Fee – (Applies to balcony owner’s only) –** The full balcony charge-back must be paid in advance of closing and before a PAL can be issued.
5. _____ **Unit Assessment Balance –** The regular unit assessment must be paid in full prior to closing and before a PAL can be issued.
6. _____ ***Incoming Owner Information Sheet.** Purchaser must complete the attached form.
7. _____ ***Governing Documents Acknowledgment.** Seller must turn over the Declaration and Bylaws, and the Rules and Regulations to the purchaser, and the purchaser must complete the attached form.
8. _____ **Orientation.** An orientation, conducted by Management, must be held with the purchaser prior to moving in. The orientation will allow the purchaser 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 once the sale is closed. Elevator reservations will not be honored if the orientation is not scheduled. To schedule, please contact the Management Office at 312-565-0105.
9. _____ **Closing Documents.** A clear copy of the RESPA/HUD settlement statement must be presented to the Management Office following the closing. Failure to do so will result in move-in elevator reservations being cancelled and key fobs (key cards necessary to access entry to the building and amenities) will not be activated.
10. _____ **Proof of Insurance.** The purchaser must provide proof of homeowner’s general liability insurance for the unit purchased, within 30 days of the purchase date.
11. _____ ***Fitness Center and Parcel Waivers.** Purchaser must complete the attached Fitness Center Waiver and Parcel Waivers.

*NOTE: Per the Association’s Rules and Regulations, if any of these procedures are not followed there is the possibility of an assessment of a fine to the new owners account. The seller is considered responsible to see to it that all this information is completed, signed and returned to the Management Office prior to sale. We recommend that sellers direct their agents to forward the necessary materials to the purchaser’s agents. If there are any questions or confusion regarding these procedures, you may contact the Management Office at 312-565-0105. You may also refer to the Association’s Rules and Regulations handbook for more details.

INCOMING OWNER INFORMATION

UNIT # _____

Name(s) in which unit will be held: _____

If more than one owner 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:

RESIDENT #1

Name: _____ Address: _____

Phone #: _____ Phone #: _____

Email Address: _____

Current Address: _____

RESIDENT #2

Name: _____ Address: _____

Phone #: _____ Phone #: _____

Email Address: _____

Current Address: _____

RESIDENT CHILDREN:

_____ Age: _____

_____ Age: _____

PETS:

Describe any dog that will be kept in the unit **including approximate weight:**

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

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

NAME: _____ HOME #: _____

ADDRESS: _____ BUSINESS #: _____

_____ CELL #: _____

ACKNOWLEDGEMENT OF THE ASSOCIATIONS GOVERNING DOCUMENTS

I am the purchaser of unit # _____. This is to acknowledge I have received, reviewed, understand, and agree to comply with the Park Millennium Condominium Association Declaration, Bylaws, Rules, and Regulations. 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.

Acknowledgment: An Amendment to the Park Millennium Declaration restricting leasing was approved by the ownership on July 12, 2011 and recorded on September 6, 2011. I have received, reviewed, understand, and agree to comply with this Amendment to the Park Millennium Declaration and Bylaws. I hereby acknowledge that I am aware of the Leasing Restriction Amendment approved on July 12, 2011 and recorded September 6, 2011.

_____/_____
Initial

_____/_____
Date

Owner #1:

Name: _____

Signature: _____ Date: _____

Owner #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 FirstService Residential.

Maintenance Requests: The homeowner of the unit must submit any maintenance request. In an emergency 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 are in 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.net. 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 Joes 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 can select from a list of electricity providers. For a complete list and contact information, please visit the Park Millennium website at www.parkmillenniumchicago.com.

Unit/Mailbox Re-keying: For security purposes, Management recommends that when a new owner takes possession of a unit, that the unit door and mailbox be re-keyed. Please contact the Management Office for details regarding re-keying of unit doors and mailboxes.



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 ASOCIATION.

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 ASOCIATION.

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 ASOCIATION 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: _____

Park Millennium Annual Information Update

UNIT # (List all units)

#1 Owner Last Name:

First Name

E-mail:

Cell Phone:

Home Phone:

Yes, I wish to receive text messages for emergencies and outages (i.e., elevators, water, electrical, etc.)

#2 Owner Last Name:

First Name

Email

Cell Phone:

Home Phone:

Yes, I wish to receive text messages for emergencies and outages (i.e., elevators, water, electrical, etc.)

Mailing address, if different than Park Millennium Unit:

Street:

City:

State:

Zip:

of Pets in your Unit:

Pet #1

Weight (lbs.)

Pet #2

Weight (lbs.)

Other Pets? (Please describe)

How do you use your Unit?

- I live in my Unit full time
- I live in my Unit Part time
- I lease my Unit
- I have more than Unit (please provide brief explanation)

Emergency Contact (It is recommend this person has a key to your Unit)

Last Name :

First Name

Contact Relationship:

Phone #

Does this person have a key to your unit?

Is this person on your Permission to Enter List?

Is there anyone in your Unit that would need assistance in case of an emergency building evacuation?



Go Paperless!

Help control increases to your monthly assessment! Park Millennium needs you to be more efficient, reduce administrative costs and go green. You can now receive your mailings and notices in your inbox, rather than your mailbox. NOTE: You may change your request and/or request a paper copy of any notice at any time.

Please check all that apply.

I elect to receive electronic (e-mail) notices as indicated:

Board Meeting Notices

Annual Homeowners Meetings

Special Unit Owners Meetings

Annual Proposed Draft Budget

Updates to Rules and Regulations (Final R&R's are always available on the PM website)

Violations/Hearing Notices

Voting/Ballots

Weekly Email Notices Opt In/Out -- These non-required notices are only sent via e-mail. Opting out of these notices (i.e. weekly e-mails, elevator outage notices, water outage notices, etc.) will mean they will not be received at all.

Yes, please send me the weekly Park Millennium e-mail

No, I do not wish to receive the weekly email updates.

Signed

Date