



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

Attached, please find the Association's approved Lease Packet. This includes:

1. Notice of Intention to Lease a Condominium Unit
2. Lease Rules Form
3. Unit Information Change Form
4. Proof of Receipt of Lease Packet/Rider Contract to Lease
5. Rules & Regulations Acknowledgements Form
6. Fitness Room Waiver Release and Indemnification Agreement
7. Receiving Room & Dock Rules
8. Pet Registration

This information should be completed in its entirety and returned to the Management Office.

Below is a complete list of the Association's requirements.

1. All leases must be written and submitted to the Management Office.
2. Per Illinois Condominium Law, all leases must have the Chicago Residential and Landlord Act attached to it. Management encourages you to abide by this law.
3. All Lease Packet Forms (See attached forms and list of documents above).
4. **\$300.00** Refundable Deposit from the Lessor for the Move-Out and from the Lessee for the Move-In.
5. **\$250.00** Non-refundable Fee from the Lessor for the Move-Out and from the Lessee for the Move-in.
6. **\$300.00** New Lease Fee from the Lessor; Annual **\$200** Lease Renewal Fee.
7. Moving Date (Moving must be scheduled at least ten (10) days in advance with the Management Office.
8. It is recognized that the relationship exists with the Management Office and the Owner of the unit, and not with the lessee/tenant. Therefore, all service requests within the unit must
 - a. Be authorized by the owner directly to the Management Office and
 - b. The lessee must provide permission to enter the unit to perform the service.

The Lessor is responsible to provide the Lessee with the Condominium Declaration, ByLaws, Rules and Regulations and unit keys. Please note that the Association and its Managing Agent have thirty (30) days from the date of your last written request for this information to provide it to you. Therefore, please forward your written request as soon as possible. Furthermore, it is the duty of the Lessor to make payment of any fees required by the Association. **MANAGEMENT IS NOT ALLOWED TO RELEASE INFORMATION TO ANYONE EXCEPT THE LESSOR, HIS OR HER REPRESENTATIVES, OR CURRENT RESIDENTS.**

In order to schedule a date to move into the building, all of the Association's required documentation and fees must be submitted to the Management Office. The freight elevator will also need to be reserved via the Management Office. The loading dock and freight elevator are available Monday through Saturday, from either 9AM to 1PM or 2PM to 6PM, with exception to Sundays and major Holidays.

The Management Office must interview all new tenants prior to scheduling elevator time or allowing the tenant to occupy the unit.

Management reserves the right to deny the use of the elevator or to request rescheduling of moves for reasons including, but not limited to: scheduling conflicts, emergencies and unexpected of scheduled maintenance. The Lessor will be held responsible for any damages to the elevator or other common elements that may experience damages as a result of the move. Furthermore, please be advised that the Association reserves the right to deny access to ANY individuals who have not fully complied with the move procedures described herein and any others that may be applicable in the Declaration and By-Laws.

Sincerely,

The Management Office



**PRAIRIE DISTRICT HOMES TOWER
LEASE PACKET**

NOTICE OF INTENTION TO LEASE A CONDOMINIUM UNIT

*Notice must be submitted to the Management Office at least fifteen (15) days prior to the commencement of the lease.

1.) NOTICE OF INTENTION TO LEASE UNIT

In accordance with the Declaration, By-Laws and Rules and Regulations, I/we hereby submit this Notice of Intention to Lease the unit to the party or parties (and only those parties) named in Section 2 below, and upon the terms specified in that section. The tender to and receipt by the Association of this Notice, an executed copy of the Lease and the Resident Information and Registration Forms shall constitute valid notice to my/our intention to lease my/our unit.

I/We understand that by submission of this fully executed notice, I/we hereby agree to hold harmless the aforementioned Condominium Association and its Managing Agent, officers, directors, staff and employees for the release of any information requested by me/us or my/our agent(s).

2.) SUMMARY OF TERMS OF LEASE

Name of Lessee(s): _____

Lease Dates: _____ Move-In Date: _____

Phone #: _____ Email Address: _____

I/We, the unit owner(s) of Unit # _____, affirm my/our understanding of the agreement with provisions set forth in Section 1 above and certify the information supplied in Section 2 above.

Signed _____ Date: _____

Signed _____ Date: _____



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

UNIT INFORMATION CHANGE FORM

Unit changes will not be recognized at Prairie District Homes Tower Residences unless a Unit Change Form is completed and submitted to the management office. Submit the Unit Change form if you are moving into Prairie District Homes as a new owner, a new renter, an additional resident moving in with an existing resident, or an owner who wishes to inform us of an address change for assessment statements and correspondence. Closing documents must accompany ownership changes, and a lease must accompany rental changes.

Please Check One:

- Owner Change
- Address Change
- Renter Change
- Additional Resident in Unit
- Vehicle Information Change

Anticipated Date of Change: _____

UNIT #: _____ **PK SPACE(S)#:** _____

Current OR Previous Owner

Last Name _____ First Name _____

Work Phone _____ Cell Phone _____

New Home Phone: _____ Email _____

OWNERS' FORWARDING ADDRESS: _____

CIRCLE ONE: **New Owner 1** **New Renter 1** **Additional Resident 1**

Last Name _____ First Name _____

Work Phone _____ Cell Phone _____

New Home Phone: _____ Email _____

CIRCLE ONE: **New Owner 2** **New Renter 2** **Additional Resident 2**

Last Name _____ First Name _____

Work Phone _____ Cell Phone _____

New Home Phone _____ Email _____



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

PARKING GARAGE INFORMATION:

PARKING SPACE #1: _____ Decal/Sticker #1: _____

Automobile Make/Model: _____

Automobile Color/Year: _____

License Plate #: _____ State: _____

PARKING SPACE #2: _____ Decal/Sticker #2: _____

Automobile Make/Model: _____

Automobile Color/Year: _____

License Plate #: _____ State: _____

Will any person(s) under the age of 18 live in the unit? Yes No

If yes, please provide:

Name	Date of Birth

Person to Contact in Case of an Emergency

Name _____ Phone _____

Do you have a handicap that would require assistance in case of an Emergency in the building?

Yes No

Do you have a pet? Yes No

If yes, you must register your pet using the Pet Registration Form.

“I, as the new Owner/Renter, have read and agree to be bound to the Declaration and the Rules and Regulations of the Prairie District Homes Tower Residences Condominium Association. I also certify that the facts contained in this application are true and complete.”

Signature _____ Date _____

Signature _____ Date _____



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

PROOF OF RECEIPT OF LEASE PACKET/AGREEMENT

I am the owner/representative _____ of Unit _____.
This is to acknowledge I have received, read, understand, and agree to comply with the Leasing Procedures for the Prairie District Homes Tower Residences Condominium Association set forth in the Lease Packet.

Sign _____ Date _____

Print _____ Date _____

Sign _____ Date _____

Print _____ Date _____

RIDER TO LEASE

The undersigned occupant(s) of Unit _____ of the Prairie District Homes Tower Residences Condominium Association agrees that they are in receipt of, have reviewed, understand and agree to abide by the Condominium Instruments including the Declaration and By-Laws of the Association and the Rules and Regulations established by the Association. Furthermore, should any amendment to such Condominium Instruments take effect at any time during my occupancy, I hereby acknowledge my responsibility to abide by the policies contained therein.

Sign _____ Date _____

Print _____ Date _____

Sign _____ Date _____

Print _____ Date _____



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

RULES AND REGULATIONS ACKNOWLEDGEMENT FORM

I have received a copy of the Association's Rules and Regulations and agree to abide by all policies as set forth by the Board of Directors and Management while residing at Prairie District Homes Tower Residences. Furthermore, I understand that these rules apply to all persons living at Prairie District Homes, 1717 S. Prairie, Chicago, Illinois, including unit owners (both resident and non-resident),

Please Check One:

- Owner(s)
- Renter(s)
- Additional Resident(s) in Unit

"I, _____ as the new Owner/Renter/Resident, have read and agree to be bound to the Declaration and the Rules and Regulations of the Prairie District Homes Tower Residences Condominium Association. I also certify that the facts contained in all submitted documents are true and complete."

Signature _____ Date _____

Signature _____ Date _____

Signature _____ Date _____



PRAIRIE DISTRICT HOMES TOWER
LEASE PACKET

**FITNESS ROOM WAIVER RELEASE
AND INDEMNIFICATION AGREEMENT**

In consideration for the permission extended to me by Prairie District Homes Tower Residences Condominium Association, I _____ do hereby fully and forever waive, release and discharge The Prairie District Homes Tower Residences Condominium Association ("Association"), its Directors, employees, agents and managing agent, and their respective successors and assigns, from any and all claims in any way resulting from personal injuries or other claims, demands, damages, and causes of action of whatsoever nature which I or my successors and assigns ever may have against any of them on account of, by reason of, or arising from the participation in athletic activities and the use of the exercise room of the Association. I further agree to hold the Association, its Board of Directors, employees, agents, and managing agent, harmless from any and all claims which may be brought by anyone on my behalf or by my guest or invitees, arising from the use of the exercise room or participation in any athletic/recreational activities on Association property.

DATE: _____

UNIT: _____

NAME: _____ **SIGNATURE:** _____
(PLEASE PRINT)

NAME: _____ **SIGNATURE:** _____
(PLEASE PRINT)



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

RECEIVING ROOM & DOCK RULES

DELIVERIES:

All large quantity deliveries and large item deliveries must be scheduled with the Management Office at least 48 hours in advance. Deliveries can only be received through the loading dock. These deliveries are *never* allowed through the lobby.

When you schedule a delivery with the Management Office, you'll need to provide us with the following:

- 1) Time of the delivery
- 2) Description of what is being delivered
- 3) What company is delivering your item
- 4) Phone number to reach you at when your delivery has arrived

*Note: you must be at home during the time of your delivery. The receiving room is not large enough to accept any large deliveries.

MOVES:

There are two time slots available each day from Monday-Saturday for Move-Ins and Move-Outs. To schedule a move, a resident must remit 2 checks (see below) made payable to Prairie District Homes Tower. *The freight elevator cannot be booked until we receive the checks.*

The following are the two time slots available each day from Monday-Saturday for Move-Ins and Move-Outs:

Weekdays & Saturday (Mon-Sat.)
9 AM- 1 PM
2 PM- 6 PM

*Note: Any moves that go past 6pm (or past the scheduled move time) are subject to fine(s). Sundays and Holidays are NOT permitted. **Freight Elevator Dimensions are: 90"H x 51"D x 80"W.**

Move Fees:

\$250.00 elevator use fee
\$300.00 elevator deposit

*Note: Our staff will inspect the areas of the move before the move takes place, and shortly after the move the takes place. The security deposit check will be voided if there is no damage to the common areas during the move.

DELIVERIES & MOVES:

When your truck arrives, please notify the front desk in the lobby at 1717 S. Prairie Ave. They can give you access to the loading dock and freight elevator.

CERTIFICATE OF INSURANCE (COI):

A certificate of insurance from the moving company **MUST** be submitted to the Management Office prior to the date of the scheduled move. It is the responsibility of the resident to ensure that the moving company/group provides the Management Office with a COI. A move will not be allowed to take place without a COI on file. The COI must name the Prairie District Homes Tower Residences Condominium Association as an additional insured and indemnify and hold harmless the Association and Sudler Property Management.



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

LEASE RULES

For the purpose of enhancing and perfecting the value, desirability and attractiveness of units and furthering the common interest of creating and maintaining a residential community of units occupied by their respective unit owners and recognizing that primary occupancy by unit owners promotes greater adherence to the restrictions, rules & regulations to which the units are subject and increases the cooperative spirit of the community, the following restriction on leasing, in addition to all other restrictions herein provided, is imposed on any unit owner who wishes to lease his unit ownership.

1. No owner shall lease his/her unit for a period of less than 12 months. All leases must be in writing. No unit owner shall be permitted to lease out their units to a second or subsequent lessee prior to the expiration of the lease period unless a written request is submitted to the Board.
2. Any unit leased in accordance with the Declaration shall be in accordance with the Rules & Regulations of the Association. No unit owner shall lease a unit for hotel and/or transient purposes; nor shall any portion of the unit, which is less than the entire unit, be leased.
3. Lessee must identify all persons who shall occupy the leased unit, whether or not such persons are signatories to the lease. Occupancy of a leased unit by any person not so identified is prohibited and shall render the lessee in default of said lease.
4. Owners and lessees must supply the Management Office with a copy of the credit report, Lease Agreement, completed Lease Packet and applicable fee and deposit prior to moving into the building.
5. Owners must supply lessees with these rules and regulations and remain responsible for adherence to them, as well as any fines resulting from violations.
6. The Management Office **must interview all new tenants prior to scheduling elevator time or allowing the tenant to occupy the unit.** All renters are subject to credit checks.
7. A Rental Processing Fee of \$300 will be assessed to the unit owner on the monthly assessment statement for lease of a unit.
8. A Renewal Processing Fee of \$200 will be assessed to the unit owner on the monthly assessment statement each year the same lessee resides in the unit. A copy of the lease renewal must be received in the Management Office prior to the renewal date.

I have read and agree to abide by the Lease Rules:

Signed: _____ Date: _____



PRAIRIE DISTRICT HOMES TOWER
LEASE PACKET

PET REGISTRATION

Resident Name: _____

Unit Number: _____

Home Phone: _____ Business or Cell Phone: _____

Type of Pet: _____ Dog _____ Cat

Pet Name: _____

Breed: _____ Color: _____

Weight: _____ Age/D.O.B.: _____

The annual fee for dogs is \$100 (per dog). There is no charge for cats. There is also a one-time \$125/registration fee for new/unregistered dogs.

Please attach a check payable to PRAIRIE DISTRICT HOMES when submitting this form. Also, please include a photograph of your pet and proof of current vaccination.

ACKNOWLEDGMENT (please check applicable box below and return to the Management Office via the Doorman's Station)

I agree to follow the Rules and Regulations governing pets. I understand that by signing this document, I will be responsible for my pet(s) and those of any of my tenants, family, guests, visitors, or agents on my property.

Resident Signature: _____ Date: _____

I DO NOT have a pet in my unit and if it is later determined that a pet is in my unit, I will be subject to the fines and proceedings outlined in the Rules & Regulations.

Resident Signature: _____ Date: _____



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

MOVE IN CHECK-LIST

- Review and sign Lease Packet Forms.
- Contact Management Office to schedule move date to use freight elevator.
- Submit moving fee and deposit prior to approved date.
- Request Certificate of Insurance from moving company.
- USPS- Notify the USPS Office of change of address. Please be sure to indicate your unit number and zip code (60616).
- Utilities- Please contact the following utility providers for service:
 - Electricity – Com Ed 800-334-7661
 - Cable – HiPoint* 312-238-9506
 - Internet – HiPoint 312-238-9506

*HiPoint provides our building with DishTV service.



PACKAGE ARRIVAL NOTIFICATION & RESIDENT NOTIFY

Prairie District Homes currently uses the e-Trak system for package arrival notifications and can now access the same database to notify residents of any building issues that need your immediate attention. As part of this system you can choose how to receive notifications that your package has arrived and how to receive resident notifications.

If you are already using Package Track (e-Trak), no set up or change is required unless you would like to choose an alternative method of being notified. Notifications can be sent in one of three (3) ways:

Email, Cell Phone, Voice Message or a combination of any two (2) methods listed.

Should you have any questions, comments or concerns regarding this new system, please do not hesitate to contact the Management Office at 312.765.0960 or mgr1717@sudlerchicago.com.

Name: _____

Unit: _____

Email Address: _____

Cell Phone for Text Messages: _____

Phone for Voice Messages: _____

Package Notification By: [] Email -or- [] Text -or- [] Voice

Resident Notify By: [] Email -or- [] Text -or- [] Voice

The cell phone number must be able to receive text messages. The phone for voice messages must be capable of receiving recorded messages.

Signature: _____ Date: _____

Order: 9J7RZX6MH
Address: 1717 S. Prairie Avenue 1505
Order Date: 05-18-2019
Document not for resale
HomeWiseDocs



PRAIRIE DISTRICT HOMES TOWER LEASE PACKET

IN-UNIT MAINTENANCE PROGRAM SCHEDULE OF FEES

REQUEST	FEE
Replace CO/Smoke Detector	\$80.00
Replace HVAC Filter	\$30.00
Replace Toilet Seal	\$75.00
Kitchen Sink Rodding	\$75.00
Tub Rodding	\$75.00
Toilet Rodding	\$75.00
Toilet Rebuild	\$125.00
Riser (Water) Shutdown	First request- No Charge Second request- \$150
Rescreen Window	\$50.00
Rescreen Patio Door	\$75.00
Garbage Disposal Repairs	* Based on time/material
Garbage Disposal Replacement	* Based on time/material
Kitchen Faucet Cartridge	\$50.00 (remodeled kitchens are subject to additional costs based on cartridge type)
Dishwasher Repairs	* Based on time/material
Thermostats (installed)	* Based on time/material
Tub Caulking	\$100.00