5100 N. Marine Drive Condominium Association

Leasing Package – 2023

All the items on the checklist below must be completed and included with the attached paperwork with all 3 checks attached, payable to 5100 N. Marine Condominium Association. Please submit all paperwork and fees to the Management Office located at the property.

Once received, the Property Manager will review all sections, followed by requesting and obtaining the Board's review and signature. Please allow 30 days for the Board's approval.

Move scheduling will occur after the final Board approval is issued.

_____ A valid Chicago Condominium Apartment Lease signed by you and your tenant(s) with disclosures required by the City of Chicago attached. Unit Owner must also attach a copy of the 5100 Rules and Regulations. All Leases must be for a minimum term of 1 year. Short-term leases are not permitted.

_____ Completed Lease Package

_____ Check or Money Order for $150 Transfer Fee

_____ Check or Money Order for $100 Lease Fee

_____ Check or Money Order for $250 Elevator Use Fee

_____ Check or Money Order for $300 for Move-In Damage Deposit (refundable if no damages occur during your move in)

Please be advised that the New Resident Orientation is mandatory and must be completed within ten days of the Tenant's scheduled Move-in Date.

Notice of Intention to Lease Condominium Unit

Date: _____

To: The Board of Directors of the 5100 Marine Drive Condominium Association

From: _____ (Name of Unit Owner)

Unit #_____

In accordance with the regulations established by the Board of Directors under Paragraph C, Page 7 of the Declaration of Condominium Ownership, I (we) hereby submit to the Board of Directors this Notice of Intention to lease the above described unit to the party or parties (and only those parties) named below and upon the terms specified below. The tender to the receipt by the Board of this Notice shall constitute valid notice of my (our) intention to lease the above described unit.

Summary of Lease Terms

Name of Lessee(s): _____

_____

Lease Start Date: _____, 20 _____
Lease Expiration Date: _____, 20 _____
Monthly Rent: $ _____
Security Deposit: $ _____

I (we), the Unit Owner(s) of Unit #_____ affirm our understanding of and agreement with the provisions set forth in this Notice of Intention to Lease my/our condominium unit and certify to the correctness of the information supplied.

_____ _____
Unit Owner Signature Date

_____ _____
Unit Owner Signature Date

MEMORANDUM OF UNDERSTANDING

I (We), the intended Lessee(s) of Condominium Unit # _____ declare that I (we) have read the "Declaration of Condominium Ownership of the 5100 Marine Drive Condominium Ownership of the 5100 Marine Drive Condominium Association and any amendments thereto and understand that I (we) shall at all times hold our tenancy in the Condominium subject to the rights, easements, privileges and restrictions therein set forth or hereafter established by the Owners or Directors of the 5100 Marine Drive Condominium Association as duly provided for in the aforesaid "Declaration of Condominium Ownership" and all rules and regulations promulgated by said Association.

_____ _____

Lessee Signature Date

_____ _____

Lessee Signature Date

I (We), also hereby certify as to the above.

_____ _____

Unit Owner Signature Date

_____ _____

Unit Owner Signature Date

This is to certify that (Unit Owner):_____
has deposited with the undersigned Officer of the 5100 Marine Drive Condominium Association the NOTICE OF INTENTION TO LEASE CONDOMINIUM UNIT and in doing so, has given valid notice to the Board of Directors of his/her intention to lease said unit to the Lessee(s) named in the lease.

_____

Jerry Wilson, Board President

5100 N. Marine Drive Condominium Association

PET PROVISION

Be advised that according to the 5100 Marine Drive Condominium Declaration and By-Laws, Paragraph 11F, there is a strict NO DOG/NO CAT POLICY. Failure to abide by this policy can and may result in fines and penalties imposed by the Board of Directors.

Your signature below denotes that you agree not to maintain a dog or a cat nor allow your guests to bring dogs or cats into your unit at 5100 Marine Drive.

Lessee Signature	Date
Lessee Signature	Date

PARKING

Be advised that no parking space is assigned or transferred under the Recorded Declaration and Rules and Regulations. Residents will need to register with the Property Manager to be placed on the Parking Wait List AFTER moving into the building.

Your signature below denotes that you understand that a parking space does not come with this lease.

Lessee Signature	Date
Lessee Signature	Date

NEW RESIDENT ORIENTATION

This acknowledges that as a condition of leasing a condominium unit, you agree to attend a New Resident Orientation Meeting. This meeting will be held in the Management Office of the building prior to your move-in date. During this meeting, the Rules and Regulations of the 5100 Condominium will be reviewed.

Lessee Signature	Date
Lessee Signature	Date

RULES FOR MOVING INTO, WITHIN, OR OUT OF 5100 MARINE DRIVE

All moves into, within or out of the building must be scheduled with the Management Office in advance and will be subject to the availability of the service elevator.

All moves must take place Monday through Friday between the hours of 9 a.m. and 5 p.m. and on Saturdays from 9 a.m. to 1 p.m., but not Sundays or holidays. Moves can be scheduled in four (4) hour increments. Moves which extend beyond the allowed hours will be billed at the rate of $50.00 per hour.

No owner or lessee of a unit may move into, within or out of the building without delivering to the Management Offices the non-refundable elevator fee of $250.00 and a deposit of $300.00. The deposit will be refundable provided there is no damage to the elevator, hallway or other common areas. For moves that occur without the need for the service elevator (units on the same floor), only the $100.00 deposit will be required.

If damage occurs and the repair cost exceeds the amount of the deposit, the unit owner shall be held responsible. The Managing Agent will notify the owner and, if applicable, the lessee, in writing, of the cost of the repair and the unit owner shall reimburse the Association in such amount within seven (7) days from the date of the notice. If the reimbursement is not received, the Association will take all legal actions necessary to collect the funds.

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

_____ _____

Name (please print) Unit Number

_____ _____

Signature Date

_____ _____

Unit Owner Signature (if different from above) Date

Management Office to Complete:

Fees Paid $ _____ Date Received: _____

Scheduled Elevator Date and Time: _____