

## **Vanguard Lofts Condominium Association-Leasing Packet**

REQUIRED! Please use this handy checklist to be sure that the following items are completed and submitted with your rental request.

- Rental Rules and Restriction Application- 3 pages, includes the lease information form and the resident information form
- Rules and Regulations agreement form
- Move in reservation request form-\$400 refundable deposit, payable to First Properties
- Access Control Key Fob Return and Request forms- 2 pages
- Annual Pet Agreement and Registration form, if applicable
- Bicycle Registration Form, if applicable
- \$25.00 Lease processing fee-** (non-refundable) payable to **First Properties**
- Tenant (s) must meet with the Property Manager for an Orientation – prior to the scheduled move-in, please contact the property manager, Stephanie Rosley at 312-829-8900 ext. 16 or [srosley@condomanagement.com](mailto:srosley@condomanagement.com).

**Note! All above items must be completed before any orientation can be scheduled.**

Please note – Processing fee and move fees must be issued as separate checks and given directly to management prior to scheduling a move in.

After all paperwork is complete, all fees are received and turned in to management; please allow 5-7 business days for “Orientation” meeting and approval.

# Vanguard Lofts Condominium Association - Rental Restriction Rules and Application

## LEASE INFORMATION

Date Lease Will Commence: \_\_\_\_\_ Rental Term(Months): \_\_\_\_\_

Rent \$: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Note: that move-ins and move-outs require notification of Property Management. Refer to Section Q of the Rules and Regulations.

All leases require a written agreement with the following provisions:

1. This lease is subject to the Associations' Governing Documents, Bylaws, and Rules and Regulations. Failure to comply with them is considered a default under the Rental Agreement which will result in termination of this Rental Agreement.
2. This lease is subject to the approval of the Vanguard Lofts Condominium Board of Directors.
3. Subleases are prohibited

Failure by tenants to comply with the Rules and Regulations, and governing documents may result in fines against the unit owner and the tenant and possible eviction of the tenant. Any and all costs of such enforcement action shall be assessed to the unit owner. The unit owner has the right to appeal the enforcement action to the Board of Directors with a written request.

The information contained in this form is factual to the best of my knowledge. As unit owner, I have read and become familiar with Section R of the Rules and Regulations: Unit Sale and Lease. I have provided a copy of these rules to the tenant.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Vanguard Lofts Condominium Association -Rental Restriction Rules and Application

## OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Unit: \_\_\_\_\_

## TENANT CONTACT INFORMATION

Tenant Name(s): \_\_\_\_\_

Unit Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email Address: \_\_\_\_\_

## TENANT INSURANCE PROVIDER

Insurance Company: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Agent Phone: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_

Occupant #1 (Full Name): \_\_\_\_\_ Age: \_\_\_\_\_

Occupant #2 (Full Name): \_\_\_\_\_ Age: \_\_\_\_\_

Occupant #3 (Full Name): \_\_\_\_\_ Age: \_\_\_\_\_

Occupant #4 (Full Name): \_\_\_\_\_ Age: \_\_\_\_\_

Emergency Tenant Contact: \_\_\_\_\_

Emergency Tenant Phone: \_\_\_\_\_

**TENANT VEHICLE INFORMATION**

Vehicle #1	Parking Space:
Make:	Model:
Year:	Color:
License Plate (Including State):	

Vehicle #2	Parking Space:
Make:	Model:
Year:	Color:
License Plate (Including State):	

## Vanguard Lofts Condominium Association - Rules and Regulations Agreement Form

Return of this form will be considered acknowledgement that you have been notified of the Rules, Regulations, and Policies of Vanguard Lofts Condominium Association.

Full Name: \_\_\_\_\_

Unit #: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

As unit owner/resident of Vanguard Lofts, I have read and become familiar with the Rules and Regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Be it therefore resolved that the Association adopts the following Restrictions:

1. Owners who have leased their units to renters must provide the Association with a copy of the lease prior to move in. If the Association does not have a copy of the signed lease, the Association has no reason to believe that the renter has a legal right on the premises and must consider the person a trespasser. Without a copy of the signed lease and hence legal right to enter the premises, the Association will not provide elevator time, keys or any other service to such renter.
2. Any Owner permitted to rent their property according to the Declaration and these Rules and Regulations must provide their tenants with a copy of the current Association governing documents plus rules and regulations.
3. Owners must notify the Property Management Company at least 30 days prior to the move-in date.
4. Under the Declaration, the minimum lease term shall be six (6) months. The maximum lease term shall be eighteen (18) months.

## Vanguard Lofts Condominium Association - Move In Reservation Request

Note: Moves must take place between 9am and 6pm Monday through Sunday. A **\$400** move deposit is required before a move date can be confirmed.

**This form and \$400.00 refundable move deposit payable to First Properties** must be received 7 days prior to the move date, please mail to:

**FIRST PROPERTIES, ATTN: MOVES, 760 N. OGDEN AVE., CHICAGO, IL 60642.**

**PLEASE LET FIRST PROPERTIES KNOW WHEN THERE IS A MOVE AT VANGUARD BECAUSE WE WILL NEED TO TAKE THE BACK DOOR OFF THE SECURITY SYSTEM!**

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(For confirmation letter)

Unit #: \_\_\_\_\_

Date you are requesting: \_\_\_\_\_

Time you are requesting:

- 9am – 12 noon
- 12 noon – 3pm
- 3pm – 6pm

In case your request time is NOT available, please list a second choice:

\_\_\_\_\_

You will receive a written confirmation from me on your move-out reservation.

**PLEASE KEEP YOUR WRITTEN CONFIRMATION!**

### **EXCERPT FROM VANGUARD LOFTS CONDOMINIUM ASSOCIATION RULES**

#### Section T: **Moving Procedures**

Both parties of a move in / move out must inform and **schedule the move** with the Property Management Company at least 2 days in advance. Moves must be Coordinated with the Board, Property Management Company, building security, and the maintenance engineer.

Unscheduled moves will not be permitted. A fine up to \$250 will be assessed for any unscheduled move in / move out.

**Moves will be scheduled in 3-hour increments as follows:**

Monday through Friday: 9-12 noon, 12-3 p.m., 3-6 p.m.

Saturday and Sunday: 9-12 noon, 12-3 p.m., 3-6 p.m.

All moves must be completed by 6 p.m. Monday through Friday and 6 p.m. Saturday and Sunday.

These cut-off times will be strictly enforced. If your move is not completed within the time frame allotted, the move must be rescheduled for another date and time with the Property Management Company.

A move in/out **deposit of \$400** in the form of a certified or cashier's check made out to First Properties is required for full unit moves.

The \$400 deposit is refundable upon inspection of the common elements by a Board member or Maintenance Committee member upon completion of the move. Costs for any

damage to the common elements caused by the move will be deducted from the deposit. If damage should occur that exceeds the \$400 refundable deposit, the unit owner will be billed the additional expense.

All moves regardless of size must come through the **rear double doors** (i.e. freight entrance, loading dock). Under no circumstances will items be allowed in through the front entrance of the building. Only the rear (east) freight elevator may be used for moves. The elevator will be secured and held for scheduled moves in 3-hour increments as detailed above. Padding on the elevator walls must be used for all moves. The maintenance engineer will install the pads.

**Boxes** from the move must be broken down and discarded in the building's dumpster located by the loading dock. Boxes that have not been broken down are not to be placed in the dumpster. Under no circumstances shall boxes be disposed of via the garbage chute; boxes are not to be left on the chute room floor. The unit owner or lessee must remove any and all debris from a move. Failure to cleanup and/or remove debris will result in a deduction from the deposit.

Vehicles used for moves (i.e., vans, trucks, cars, etc.) are allowed to use the loading dock for loading and unloading only.

## Vanguard Lofts Condominium Association - Access Control Key Fob Return

This form is to be completed by the Landlord and forwarded to First Properties at f) 312-829-8950.

Note! All key fobs from past tenant's must be returned to First Properties and new fobs will be provided (first 2 are at no charge) at \$10.00 each.

Name(s): \_\_\_\_\_

Unit #: \_\_\_\_\_

Move-In date: \_\_\_\_\_

Name as it is to appear on intercom, *2 last names only, per unit (up to 14 characters)*:

\_\_\_\_\_

Phone number intercom will dial: Hardwired-no phone number.

Please note that each resident is granted one re-programming of intercom at no charge. Additional re programming (due to phone number change, name change, etc. is at a cost of \$35 to Owner.

**Current fobs held by Tenant/s** (All key fobs will be turned off and new fobs must be purchased for \$10 each), please complete the Key Fob Request form in this Rental Packet and forward to First Properties at f) 312-829-8950 or email to [receptionist@condomanagement.com](mailto:receptionist@condomanagement.com).

Fob number: \_\_\_\_\_

Fob number: \_\_\_\_\_

Fob number: \_\_\_\_\_

Fob number: \_\_\_\_\_

### For Office use only:

Code: \_\_\_\_\_

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_



## Vanguard Lofts Condominium Association - Access Control Key Fob Request

Note: New key fobs cost \$10 each and will be billed to the unit owner on their monthly assessments.

Unit Number: \_\_\_\_\_ Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Key Fob Serial Number: \_\_\_\_\_

Key Fob Assigned To: \_\_\_\_\_

Relation to Owner: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Day	Start Time	End Time
Monday	AM / PM	AM / PM
Tuesday	AM / PM	AM / PM
Wednesday	AM / PM	AM / PM
Thursday	AM / PM	AM / PM
Friday	AM / PM	AM / PM
Saturday	AM / PM	AM / PM
Sunday	AM / PM	AM / PM

Provide Access to the following doors: \_\_\_\_\_

- Front Door – Exterior West
- Front Door – Exterior South
- Front Door – Interior Lobby
  
- Rear Double Doors
- Rear Door – East Stairwell
  
- Bike/Storage Room East Door
- Bike Storage Room West Door

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Vanguard Lofts Condominium Association - Annual Pet Agreement and Registration Form

The Vanguard Lofts Condominium Association allows residents to keep pets on the premises. The resident recognizes that the choice of keeping a pet places no obligation, legal or otherwise, on the Board or the Association. All information contained in the Declaration and the Rules and Regulations is applicable to this document.

An annual special assessment of \$50.00 per pet will be charged to the owner of the unit to reimburse the Association for additional upkeep against damages caused by any animals kept by occupant of the building. Additional upkeep includes but is not restricted to: odors, stains, teeth marks, minor scratches, waste removal, grass urination stains, pest extermination or any other problem that arises from the presence of the animal on the premises.

The owner or tenant of the unit agrees that keeping a pet on the premises is allowed the conditions set forth in the Declaration and the Rules and Regulations and that failure to abide by these conditions constitutes a nuisance, may subject the owner or tenant to a fine, and may be grounds for permanently removing the pet from the premises.

Resident Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Type & Breed: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight (lbs): \_\_\_\_\_

Pet Name: \_\_\_\_\_ Type & Breed: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight (lbs): \_\_\_\_\_

Pet Name: \_\_\_\_\_ Type & Breed: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Age: \_\_\_\_\_ Weight (lbs): \_\_\_\_\_

(Attach a recent photograph of each pet and \$50 fee per pet)

As unit owner/tenant, I have read and become familiar with Section H of the Rules and Regulations: Pets and Animals and I agree to abide by the rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Vanguard Lofts Condominium Association - Bicycles Registration Form

The Vanguard Lofts Condominium Association allows residents to store bicycles on the premises. All residents are required to register their bicycles with the Property Management Company. All information contained in the Declaration or Rules and Regulations is applicable to this document.

Resident Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Bicycle Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bicycle Registration Number: \_\_\_\_\_ Bicycle Hook Number: \_\_\_\_\_

Resident Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Bicycle Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Bicycle Registration Number: \_\_\_\_\_ Bicycle Hook Number: \_\_\_\_\_

(Attach is a photo of each bicycle.)

As unit owner, I have read and become familiar with Section N of the Rules and Regulations: Bicycles and I agree to abide by the rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_