

# BRISTOL COURT

## CONDOMINIUM ASSOCIATION

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2300 Windsor Mall • Park Ridge, IL 60068 • Phone 847-698-3313 • Fax 847-655-6030  
E-mail: [office@bristolcourt.org](mailto:office@bristolcourt.org) • Website: [BristolCourt.org](http://BristolCourt.org)

Dear Owner,

If you are an owner who leases your unit, we'd like to make the leasing experience successful and positive for everyone by informing you of your responsibilities.

### POLICIES AND RULES

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Your tenants may not be familiar with common-interest community living. Please provide your tenants with written copies of all policies and rules. **Unit owners are responsible for the actions of their tenants.**

### REQUIRED DOCUMENTS:

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Please note that these items listed below are required according to the Rules and Regulations of the Bristol Court Condominium Association. **This completed packet of paperwork must be given to the Association Office at least 5 days in advance of occupancy. An expedited fee (\$25.00) will apply for submissions with less than five days lead time.**

- Notice of Intent to Lease Unit
- Acknowledgment of Tenant Obligations and Association Rights Under the Association Documents
- Rider to Lease
- Move-In / Move-Out Form, Moving Instructions/Deliveries and Elevator Usage
- Tenant Occupancy Information Form
- Acknowledgement of Vehicles Restrictions
- Copy of the lease and Rider to Lease **(dated and signed by both parties)**

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### NOTICE OF INTENT TO LEASE UNIT

**New** \_\_\_\_\_ **Renewal** \_\_\_\_\_

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

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

In accordance with the provisions of the Declaration and By-Laws of the Bristol Court Condominium Association, and pursuant to the Rules and Regulations adopted from time to time, I hereby submit this Notice of Intent to Lease the unit to, and only to:

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

\_\_\_\_\_

A copy of the intended lease also is submitted. Prior to occupancy, I will submit all required forms. I understand that, as unit owner, it is my responsibility to advise and to explain to my Tenant about his obligations under the Association's Declaration, By-Laws, Rules and Regulations.

The attached lease is subject to the Declaration, By-laws and Rules & Regulations including without limitation the Rider to Lease and all other provisions of this Leasing Packet.

I further understand that my Tenant will be required to sign a certain "Acknowledgement of Tenant Obligations and Association Rights Under the Association Documents" by the terms of which the tenant will acknowledge, among other things, my Tenant's obligations under the Association Documents, and my Tenant's understanding that in the event of my Tenant's failure to comply with the Association Documents, the lease could be terminated and my Tenant evicted.

I further understand that the Association or Management is not approving my Tenant for the purposes of my lease, and neither the Association nor Management bear any responsibility whatever for my Tenant's performance of the terms and conditions of the lease.

**I further understand that my Tenant cannot take occupancy of the Unit until all procedures required by the Rules and Regulations have been fulfilled.**

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### **ACKNOWLEDGEMENT OF TENANT OBLIGATIONS AND ASSOCIATION RIGHTS**

- The Tenant has received a copy of the Association's Rules & Regulations
- The Tenant is required to comply with the provisions of the Association Documents and that should the Tenant fail to comply, a fine could be imposed on the Unit Owners, and/or the Tenant's lease could be terminated, and the Tenant evicted, at the Unit Owner's expense.
- The Association or its Managing Agent is not responsible or accountable to the Tenant for any representations made to the undersigned by the Unit Owner, real estate sales persons, attorneys or other parties.
- The Association or its Managing Agent is not the owner of the unit being rented and is not liable to the Tenant for the Unit Owners failure to provide the services required to be provided pursuant to the lease.
- Access to the unit must be provided upon 48 hours notice to make repairs to the common elements of the property or those portions of the unit affecting the common elements or other units on the property. In the event of emergencies, the Association or its agent may enter the premises without notice.
- No repairs, alterations, or changes to any portion of the common elements of the Association may be made by the Tenant or Unit Owner, and that any repairs to the unit shall be performed in accordance with the Association's Documents.

### **RIDER TO LEASE**

- This Rider is added to the attached lease in accordance with the Rules and Regulations of Bristol Court Condominium Association. By this Rider, the undersigned parties to said Lease expressly acknowledge that, in accordance with Paragraph 7(g) of the Declaration of Condominium for Bristol Court Condominium Association, every Lease and the parties thereto, shall be subject in all respects to the provisions of said Declaration as well as the Bylaws, and Rules and Regulations of the Association, and any failure by the Lessee to comply with the terms thereof shall be a default under the Lease and cause immediate termination..
- The Board of Directors of Bristol Court Condominium Association (the "Board") shall be a third party beneficiary of said Lease and shall be entitled to pursue all available legal and equitable remedies available to either party under the Lease in the event of any default. No rights of the Board shall be deemed to have been waived or abrogated by any reason of any previous failure to enforce same.

- This lease is subject to the Declaration, By-laws and Rules & Regulations including without limitation the Rider to Lease and all other provisions of the BCCA Leasing Packet.

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### MOVE-IN / MOVE-OUT FORM

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

Two (2) checks payable to Bristol Court Condominium Association are required.

**\$200.00** check is a non-refundable fee and covers the placement and removal of protective hall runners, common area wear and tear, and administrative costs

**\$300.00** check will be returned, less any damage caused by the move.

**TENANT SHALL REFER TO RULES AND REGULATIONS FOR MOVING INSTRUCTIONS.**

**Move in date:** \_\_\_\_\_

*Office Use Only*

Deposit Paid: \_\_\_\_\_ Deposit Returned: \_\_\_\_\_

Damage: Yes \_\_\_\_\_ No \_\_\_\_\_

List Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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### TENANT OCCUPANCY INFORMATION FORM

	Occupant # 1	Occupant # 2
<b>Contact Info</b>	Name:	Name:
	Home Phone: _____	
	Cell Phone: _____	Cell Phone: _____
	Work Phone: _____	Work Phone: _____
	<b>Phone number for Association Broadcast calls</b>	<b>Phone number for Association Broadcast calls</b>
	<b>E-mail for Association use</b>	<b>E-mail for Association use</b>

<b>Other Occupants</b>	Name	Age	Relationship

**# Other occupants are limited to individuals listed on the Lease.**

NAME(S) TO BE PLACED ON MAILBOX (no first names) \_\_\_\_\_

NAME(S) TO BE PLACED ON DOORBELL (no first names) \_\_\_\_\_

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### TENANT OCCUPANCY INFORMATION FORM (continued)

Emergency	In case of emergency, notify	
	Name:	Relationship
	Phone _____ or _____	
	<b><u>Special Assistance</u> in case of an emergency</b>	
	Name of occupant:	
	Reason for assistance:	

Pets	Please specify number, names and description. <b>Note: NO DOGS PERMITTED ON BRISTOL COURT GROUNDS*</b>

\*Refer to Declaration, Rules and Regulations for information pertaining to pets.

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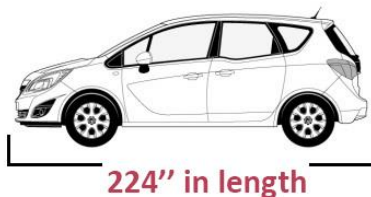
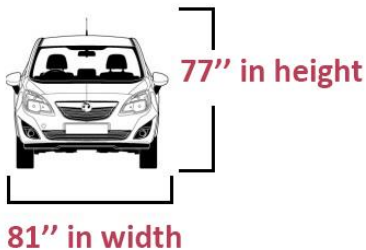
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### ACKNOWLEDEMENT OF VEHICLE REGULATIONS

I have read the BCCA Rules & Regulations regarding Vehicle Regulations and certify that any vehicle/s belonging to \_\_\_\_\_

Residing in Unit \_\_\_\_\_ at \_\_\_\_\_ **conforms** to BCCA requirements. I understand my vehicles must be registered in my name and at my BCCA address. **My current registration must be enclosed with this packet.**

#### Maximum Vehicle Dimensions:



Non-permitted vehicles have:

- Commercial plates
- Lettering, advertising and/or artwork on the exterior
- Ladder racks
- Lack of or expired plates or city stickers

***Non-permitted vehicles cannot park on the property at any time.***

#### VEHICLE INFORMATION:

YEAR	MAKE	MODEL	COLOR	PLATES

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### **ALL PAGES ARE TO BE COMPLETED AND RETURNED TO ASSOCIATION OFFICE WITH A COPY OF A FULLY EXECUTED LEASE**

The Unit Owner is responsible for the timely submission of all documentation before occupancy. The Unit Owner may identify a designated agent other than the prospective tenant to act on the Unit Owner's behalf relative to the submission of the required materials.

This completed packet of paperwork must be given to the Association Office prior to occupancy

By signing below, the owner and tenant has reviewed and completed all forms within this packet.

\_\_\_\_\_  
UNIT OWNER  
LESSOR (LANDLORD)

\_\_\_\_\_  
LEASEE (TENANT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
UNIT OWNER  
LESSOR (LANDLORD)

\_\_\_\_\_  
LEASEE (TENANT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE