

BCCA

NEW TENANT

LEASING PACKET CHECKLIST

BLDG _____/UNIT _____

LEASE START DATE _____/_____/_____

LEASE EXPIRATION DATE _____/_____/_____

_____ INTENT TO LEASE

_____ ACKNOWLEDGEMENT OF OBLIGATIONS/RIGHTS

_____ RIDER K

_____ MOVING FORM W/INSURANCE & CHECKS

_____ BROADCAST CALL

_____ OCCUPANT CONTACT INFORMATION

_____ VEHICLE REGULATION ACKNOWLEDGEMENT

_____ COPY OF STATE OF ILLINOIS VEHICLE
REGISTRATION/S

_____ CO/SMOKE DETECTORS

_____ EXECUTED LEASE W/ BCCA LEASE ADDENDUM

BRISTOL COURT

CONDOMINIUM ASSOCIATION

2300 Windsor Mall • Park Ridge, IL 60068 • Phone 847-698-3313 • Fax 847-655-6030
E-mail: office@bristolcourt.org • Website: BristolCourt.org

Dear Unit Owner,

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

POLICIES AND RULES

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

REQUIRED DOCUMENTS

The items listed below are required according to the Rules and Regulations of the Bristol Court Condominium Association. This completed Leasing Packet must be submitted to the Association Office at least 5 days in advance of occupancy. An expedited fee (\$25.00) will apply for submissions less than 5 days in advance of occupancy.

- Notice of Intent to Lease Unit (dated and signed by Unit Owner)
- Acknowledgment of Tenant Obligations and Association Rights Under the Association Documents (dated and signed by tenant)
- Move-In / Move-Out Form (dated and signed by both parties)
- Moving Instructions/Deliveries and Elevator Usage signed and dated by both parties)
- Tenant Occupancy Information Form (dated and signed by both parties)
- Rider to Lease
- Acknowledgement of Vehicles Restrictions (dated and signed by both parties)
- Carbon Monoxide Detectors – Responsibilities of Landlords and Tenants Form (dated and signed by both parties)
- Copy of the lease and Rider to Lease (dated and signed by both parties)

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NOTICE OF INTENT TO LEASE UNIT

Date: _____, 20____

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 Unit to, and only to:

Name: _____

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

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 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 could be evicted.

I further understand that the Association or its management agent is not approving my tenant for the purposes of my lease and neither the Association nor Management shall 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 have been fulfilled.

Signed the _____ day of _____, 20____.

Unit Owner: _____
Signature Printed Name

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ACKNOWLEDGEMENT OF TENANT OBLIGATIONS AND ASSOCIATION RIGHTS UNDER THE ASSOCIATION DOCUMENTS

1. The undersigned ("Tenant") acknowledges that:

- The Tenant has received a copy of the Association's Rules and Regulations.
- The Tenant is required to comply with the provisions of the Association Documents and that should the Tenant fail to comply, a fine or other sanction could be imposed on the Unit Owner and/or the Tenant's lease could be terminated and the Tenant evicted from the Unit 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 Tenant 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 Owner's failure to provide the services required to be provided pursuant to the lease.
- Access to the Unit must be provided upon 48-hour notice for the Association 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 and that, in the event of emergencies, the Association or its agents may enter the premises without notice.
- No repairs, alterations or changes to any portion of the Common Elements 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.

2. The following people, and ONLY the following people, will reside in the Unit:

3. The following vehicle(s), and ONLY the following vehicle(s), will be parked on the property:

4. (if applicable) The following pet(s) , and ONLY the following pet(s) will be kept in the unit (no dogs are permitted):

5. Any change in the status of the answers to paragraph 2, 3 and 4 shall be reported to the Association within seven (7) days after the change.

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ACKNOWLEDGEMENT OF TENANT OBLIGATIONS AND ASSOCIATION RIGHTS UNDER THE ASSOCIATION DOCUMENTS (CONTINUED)

I hereby certify that the above statements are true.

Signed this _____ day of _____, 20_____.

Tenant: _____
Signature

Printed Name:

Tenant: _____
Signature

Printed Name:

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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 By-Laws and the 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 for immediate termination.

The Board of Managers of the 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.

LESSOR (LANDLORD)

LESSEE (TENANT)

LESSOR (LANDLORD)

LESSEE (TENANT)

_____, 20____
DATE

_____, 20____
DATE

NOTE: A copy of the signed Lease and this Rider must be submitted to the Association in accordance with the Rules and Regulations of the Association.

MOVE-IN / MOVE-OUT FORM

TWO checks required:

1. \$200.00 is non-refundable fee which includes the placement and removal of protective hall runners, common area wear & tear and administrative costs.
2. \$300.00 is a refundable damage deposit. This check will be returned less any damage caused by the move.

Owner Name:	Tenant Name:
Address:	Unit:
Phone:	Phone:
Move Date:	

BRISTOL COURT VEHICLE STICKER(S) MUST BE RETURNED TO THE ASSOCIATION OFFICE AT TIME OF MOVING OUT OR BE SUBJECT A \$25 PER STICKER CHARGE.

Forwarding Address: _____

I have read and understand the moving instructions, deliveries & elevator usage provisions

Signature: _____

***** Office use only *****

Deposit paid _____ Deposit returned _____

Damage? Yes / No Vehicle Sticker(s) Returned? Yes / No

List Damage: _____

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MOVING INSTRUCTIONS / DELIVERIES AND ELEVATOR USAGE

1. All movers must use the back door of the building. The back door shall not be left open and unattended. If the temperature is above 80 degrees F, or less than 60 degrees F, the door must be kept closed to maintain the building temperature.
2. Elevators may be used for moving, provided they are not monopolized throughout the procedure. Other Residents shall not be unnecessarily inconvenienced. All appliances and oversized items are prohibited from the elevator and must be taken up and down using the stairs. It is the Unit Owner's responsibility to monitor the movers.
3. All large boxes to be discarded must be "broken down", neatly tied and placed outside at the rear of the building by the Boiler Room door. This is to be done only in the morning on Mondays, Wednesdays or Fridays, before 7:00 AM so they can be disposed of as soon as possible.
4. All moving must be between the hours of 8:30 AM and 6:00 PM, Monday through Saturday inclusive. **NO SUNDAYS, NO HOLIDAYS (INCLUDING CHRISTMAS EVE AND NEW YEAR'S EVE) -- NO EXCEPTIONS.**

****NOTE**** If the move continues beyond 6:00PM, a prorated fee for each half hour past that time, based on the rate approved by the Board, will be deducted from your deposit.

5. Vacating and occupying arrangements are to be scheduled with the Association Office a **MINIMUM** of five (5) working days in advance of the proposed date and must be accompanied by two (2) checks. One for \$300.00 and one for \$200.00, made payable to Bristol Court Condominium Association. The \$300.00 will be returned, less any damage caused by the move. The \$200.00 check is a non-refundable fee. Any damages over the \$300.00 will be billed to the Unit Owner. It is the Unit Owner's responsibility to secure reimbursement from his mover's or his tenant's mover's. A **"Certificate of Insurance"** from your mover(s) must be attached to the Move-In/Move-Out Form.

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MOVING INSTRUCTIONS / DELIVERIES AND ELEVATOR USAGE RULES AND REGULATIONS (CONTINUED)

6. A fee will be assessed, by the Board, for moving in or out, without notice to the Association Office, or failure to pay the Security Deposit and Moving Fee. This fee will be assessed to the Unit Owner or Seller.
7. Entrances and Exits - No large deliveries* are permitted through the front entrances. Large deliveries, move-ins or move-outs, must be made through the rear doors.
8. Delivery of Large Objects – All Unit Owners and Tenants must notify the Association Office of any delivery of large objects to ascertain that pads will be available at the time of delivery, if needed.
9. All Appliances must be taken up or down the stairs – Not in the Elevator. It is the responsibility of the unit owner to monitor the movers and/or delivery personnel. The Association Office must be informed of appliance deliveries / removals to place runners to protect the common areas.

The cooperation of all would be appreciated. It is your responsibility to advise your delivery/moving personnel of these Rules and Regulations and to be certain they are followed.

* Large deliveries – furniture, appliances, hospital beds, hand truck deliveries, etc. Please make arrangements to meet delivery person at the rear doors.

I have read and understand these Moving Instructions, Deliveries and Elevator Usage Provisions.

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Rider "K"

Broadcast Call and Email Program Form

I would like the following phone number to be used as my Broadcast call number:

(____) - ____ - ____

I would like the following email address to be used as my Broadcast email address:

(print)

I am the Unit Owner or tenant of:

Address or Building Number

Unit

Signature

Date

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TENANT OCCUPANCY INFORMATION FORM

Address: _____

Landlord: _____

		Occupant # 1	Occupant # 2
Contact Info:	Name:		
	Home Phone: () _____ - _____		
	Cell Phone: () _____ - _____		
	Work Phone: () _____ - _____		
	e-mail		

Other Occupants #:	Name	Age	Relationship

Vehicles *	Type	Year	Make/Model	Color	License Plate No.	BCCA Sticker No.
	— Auto — SUV/Van — Truck					
	— Auto — SUV/Van — Truck					
	— Auto — SUV/Van — Truck					

Other occupants are limited to individuals listed on the Lease.

*Refer to Rules and Regulations for vehicle restrictions

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TENANT OCCUPANCY INFORMATION FORM (continued)

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

Pets	Please specify number, names and description. Note: NO DOGS PERMITTED*

*Refer to Declaration / Rules and Regulations for information pertaining to pets

UNIT OWNER	LEASEE (TENANT)
LESSOR (LANDLORD)	
DATE	DATE
NAME(S) TO BE PLACED ON MAILBOX (no first names) _____	
NAME(S) TO BE PLACED ON DOORBELL (no first names) _____	

Bristol Court

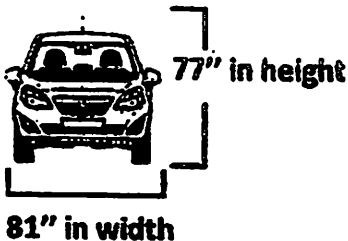
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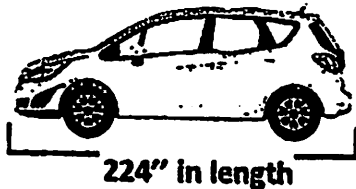
ACKNOWLEDGEMENT OF VEHICLE REGULATIONS

I have read the Bristol Court Condominium Association Rules and Regulations regarding Vehicle Regulations and certify that any vehicle/s belonging to _____ residing in Unit _____ at _____ conforms to BCCA requirements. I understand that my vehicles must be registered in my name and at my BCCA address and that my registration must be enclosed with this packet.

Vehicle Dimensions:



81" in width



224" in length

Non-permitted vehicles have:

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

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

OWNER/LESSOR (LANDLORD)

LESSEE (TENANT)

DATE _____

DATE _____

BCCA CAR REGISTRATION

To register a vehicle at BCCA please note the following:

- The vehicle must be registered to a current resident/owner
- The vehicle must be registered to the current address

This can be done on-line using the Secretary White's CyberService Express at the Secretary of State's website. Click on Change of Address. Follow the prompts. There is a \$4 fee.

OR

You can visit the Secretary of State office to update your registration.

Once you submit a copy of your auto registration a BCCA parking decal will be issued to you.

Vehicles not registered to BCCA are subject to fines and/or towing.

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CARBON MONOXIDE AND SMOKE DETECTORS - RESPONSIBILITIES OF LANDLORDS AND TENANTS

Carbon Monoxide Alarms: The law specifies that it is the responsibility of the Unit Owner to supply and install all required carbon monoxide alarms. So, while the Unit Owner of a multi-dwelling unit must supply and install all required alarms, the tenant is responsible for the testing and general maintenance within the dwelling unit, including the responsibility to replace any required batteries and to notify the Unit Owner or the authorized agent in writing of any deficiencies that the tenant cannot correct.

The Unit Owner further is required to give one tenant per dwelling unit written information regarding alarm testing and maintenance and must ensure that the batteries are in operating condition at the time the tenant takes possession of a dwelling unit.

There is/are carbon monoxide detector(s) in the dwelling unit. ____ yes ____ no

The tenant has been instructed as to how to maintain the carbon monoxide detector(s) in this property. ____ yes ____ no

The tenant agrees to make sure the detector remains in good working order or will immediately notify the Unit Owner in writing of any deficiency that the tenant cannot correct. ____ yes ____ no

Smoke Detectors: Smoke detectors are supplied and maintained by Bristol Court. Any tampering with the detector constitutes a violation of the City of Park Ridge Fire Code and a violation of the BCCA Rules and Regulations

LESSOR (LANDLORD)

LESSEE (TENANT)

ADDRESS OR BUILDING NUMBER

UNIT

DATE



Bristol Court Condominium Association
2300 Windsor Mall Park Ridge IL 60068
847-698-3313 FAX 847-655-6030 EMAIL office@bristolcourt.org

ADDENDUM TO LEASE

LESSOR: _____

LESSEE: _____

LESSEE: _____

ADDRESS: _____

TERM OF LEASE ___/___/___ THRU ___/___/___

The following language is incorporated into the executed lease:

“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.”

Signatures:

Lessor: _____

Lessee: _____

Lessee: _____