

BCCA

RENEWAL

LEASING PACKET CHECKLIST

UNIT \_\_\_\_\_/\_\_\_\_\_

LEASE START DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

LEASE EXPIRATION DATE \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
BROADCAST CALL

\_\_\_\_\_  
OCCUPANT CONTACT INFORMATION

\_\_\_\_\_  
VEHICLE REGULATIONS

\_\_\_\_\_  
COPY OF STATE OF ILLINOIS VEHICLE  
REGISTRATION/S

\_\_\_\_\_  
EXECUTED LEASE/ LEASE EXTENSION W/ BCCA  
LEASING PACKET WORDING IN BODY OF LEASE OR  
ADDENDUM TO LEASE.

APRIL 2021

# 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 • Website: BristolCourt.org

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:

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(print)

I am the Unit Owner or tenant of:

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Address or Building Number

Unit

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Signature

Date

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### TENANT OCCUPANCY INFORMATION FORM

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

Landlord: \_\_\_\_\_

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

Other Occupants #:	Name	Age	Relationship

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

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

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

\*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

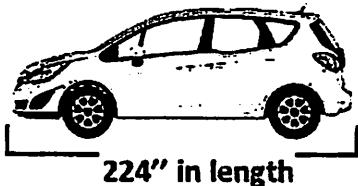
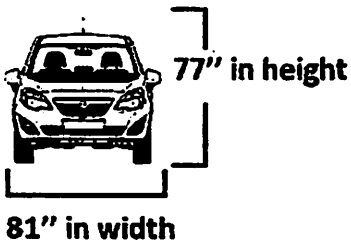
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### ACKNOWLEDGEMENT OF VEHICLE REGULATIONS

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:



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