



*Exclusively Managing Cooperatives,
Condominium and Homeowner
Associations Since 1998*

Chicago | Evanston | Oak Park

Rental Packet

Revised Sept, 2016

Please complete and return this packet with a copy of the executed lease agreement and \$150 New Tenant Set-Up Fee, made payable to the Association.



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TENANT INFORMATION SHEET

This form is to be completed by the Owner and returned with the signed lease. Owners who fail to do so may be found in violation of the Association's Rules and Regulations.

Date Lease Begins: _____ Date Lease Ends: _____

Leasing Agent: _____ Phone Number: _____

Name of Association: _____

Unit Address: _____

Owner Name(s): _____

Owner's Offsite Address: _____

Email: _____ Phone Number: _____

AS THE UNIT OWNER, IT IS IMPORTANT THAT YOU RECOGNIZE THAT YOU ARE HELD RESPONSIBLE FOR ANY VIOLATIONS OF THE DECLARATION/BYLAWS/RULES AND REGULATIONS BY YOUR TENANTS. ANY FINES ASSESSED BECAUSE OF YOUR TENANT'S BEHAVIOR WILL BE LEVIED AGAINST YOU. PLEASE BE SURE YOUR TENANT HAS A COPY OF ALL PERTINENT RULES, REGULATIONS, BYLAWS, ETC

Tenant Name(s): _____

Email: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Emergency Contact: _____ Phone Number: _____

Will there be any pets in the unit? No Yes (*Fill out the Pet Registration Form*)

Automobile Info (*if parked in an association lot/garage*) SPACE # _____

Plate (including state) _____ Make _____

Model _____ Year _____ Color _____



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MOVE RESERVATION REQUEST FORM – Jarvis on the Lake

All moves are restricted to the hours of **8:00AM to 6:00PM**. The Association requires a **\$100.00 refundable damage deposit** (payable to Jarvis on the Lake Condominium Association) and a copy of the executed lease (if applicable) **at least 7 days** before a move date can be confirmed.

Please submit the check for the deposit, applicable tenant forms, and this reservation form to: First Community Management, 935 W Chestnut, Suite 201, Chicago, IL 60642. Fax, email or phone reservation requests will not be accepted. However, should you need to reschedule your move, please call our office at (312) 829-8900.

Select One: Move In _____ Move Out _____

Name: _____

Email (*confirmation will be emailed*): _____

Address & Unit #: _____

Date Requested: _____ Time Slot Requested (*4 hour block*): _____

Second Choice Date/Time: _____ / _____

**By signing this form, I hereby acknowledge and agree to all association rules and regulations pertaining to moves, and understand that damage to the common areas as well of any violation of said rules and regulations can result in a forfeiture of my entire security deposit.*

Signature

Date

PLEASE KEEP YOUR WRITTEN CONFIRMATION AND FOLLOW THE ASSOCIATION MOVE RULES, LISTED BELOW!

Please forward move deposit refund check to: _____

V. Moving

1. The Manager must be notified a week in advance before any actual move takes place.
2. Moving hours are from 8:00 a.m. to 6:00 p.m. Moving is not permitted during any other hours or on holidays. **Moves should be made by the rear stairs to prevent damage to front stairways and walls.**
3. A \$100.00 deposit by cashier's check or certified check is required from an Owner for himself or for his tenant moving in or out of the buildings. The deposit will be refunded if no damage of any sort was caused to the building by the move. The Owner must make an appointment with the manager or building engineer to inspect the entryway and hallway before and after the move.
4. Violation of the rules relating to moving, including not paying the deposit, other provisions notwithstanding, will result in a fine of \$200 or the cost of repair, whichever is more.



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INTERCOM PROGRAMMING REQUEST

This form is to be completed and forwarded to First Community Management via fax (312) 829-8950 or email to JarvisOnTheLake@condomanagement.com.

Check one: New Resident Update only

Resident Names: _____ / _____

Address: _____ Unit #: _____

LAST NAME(S) as it is to appear on intercom (No more than **two** last names per unit):

_____ / _____

Phone number* intercom will dial: _____

****The telephone line that services the intercom does NOT provide long distance or toll service, please note that some cell phone numbers with local area codes are considered "toll calls" by the phone company and may not go through the building's intercom.***

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 \$35.00 to Owner.

For Office use only:

Completed date: _____ previous name: _____

Initials: _____

RIDER TO LEASE DATED _____, BETWEEN _____
(Lessor/Landlord/Owner)

AND _____ RELATING TO _____
(Lessee/Tenant) (Unit No.)

In the _____

This Rider is added to and made a part of the attached lease in accordance with the Rules and Regulations of JARVIS ON THE LAKE CONDOMINIUM ASSOCIATION. By this Rider the undersigned parties to said lease expressly acknowledge that (a) in accordance with the Declaration of Ownership for JARVIS ON THE LAKE CONDOMINIUM ASSOCIATION, every lease (and extensions or renewals thereof) and the parties thereto, shall be subject in all respects to the provisions of said Declaration as well as the By-Laws and Rules and Regulations of the Association, and (b) any failure by the lessee to comply with the terms of the Declaration, By-Laws and Rules and Regulations shall be a default under the lease and shall subject parties to the disciplinary and enforcement powers of the Association, including but not limited to, the right of the Association to terminate the lease and evict the lessees under the provisions of Article IX of the Illinois Code of Civil Procedure.

In addition, the article the JARVIS ON THE LAKE CONDOMINIUM ASSOCIATION 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.

The rights and remedies of the Association described in this Rider shall be in addition to, and not in lieu of, any and all other legal and equitable rights and remedies available to the Association.

No rights of the Association shall be deemed to have been waived or abrogated by reason of any previous failure to enforce the same.

By our respective signatures below, we hereby acknowledge that we received a copy of the Declaration, By-Laws and Rules and Regulations of the JARVIS ON THE LAKE CONDOMINIUM ASSOCIATION and that we have read this Rider, understand its contents and agree to be bound by its terms.

Lessor (Landlord/Owner)

Lessee (Tenant)

Lessor (Landlord/Owner)

Lessee (Tenant)

DATE: _____

NOTE: A signed original of the Lease and this Rider must be given to the Board of Directors of the Association within ten (10) days of execution and before tenant occupancy for its files in accordance with the Rules and Regulations of the Association.

Please complete the following for the Association's Use Only

Lessor Information

Tenant Information

Emergency Phone - Home

Emergency Phone – Home

Emergency Phone – Work

Emergency Phone – Work

Home Address

Work Address

City State Zipcode

City State Zipcode