

Museum Park Lofts Condominium Association

125 East 13th Street, Chicago, IL 60605

Phone: 312.235.0486 Fax: 312.566.9553

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Condominium Sales/Lease Procedures

The following documents must be submitted to the Association Board of Directors via the Management Office at least 30 days prior to the scheduled closing. This checklist ensures that all proper documentation is provided.

_____ Sale contracts/lease with any attachments

_____ Notice of Intent to Lease Form (attached)

_____ \$150.00 processing fee (make check payable to Museum Park Lofts Condominium Association) paid by the seller or lessor

_____ \$350.00 rental processing fee (make check payable to Museum Park Lofts Condominium Association)

_____ \$250.00 non-refundable move-in/out fee (make check payable to Museum Park Lofts Condominium Association). Move out fee must be paid by certified check/cashier check or money order.

_____ \$500.00 move-in/out deposit (make check payable to Museum Park Lofts Condominium Association) for the reservation of the elevator and coordination of the staff. Deposit must be paid by certified check/cashier check or money order.

_____ Completed Owner/Tenant Information Form (attached)

_____ Completed Elevator Reservation Form

_____ Certificate of insurance indicating homeowner's policy

Completed package to be sent to Museum Park Lofts Condominium Association, 125 East 13th Street, Chicago, Illinois 60605 or faxed to 312.566.9553.

Thank you.

Cherie Murphy-Schmidt
Property Manager
Forth Group