

MUSEUM PARK LOFTS CONDOMINIUM ASSOCIATION
125 EAST 13TH STREET CHICAGO, ILLINOIS 60605
www.125east@museumpark.net

CONDOMINIUM SALES/LEASE PROCEDURES

The following documents must be submitted to the ASSOCIATION BOARD of DIRECTORS via the Management Office. This checklist ensures that all proper documentation is provided. If you have any questions please contact JeLene K. Harder at 312-235-0486. **WILL REQUIRE 2 SETS OF THE FOLLOWING MATERIAL DELIVERED TO THIS OFFICE AT LEAST 30 DAYS PRIOR TO CLOSING.**

Sale contracts/lease (in legible form) with any attachments

If a sale, name or mortgagee, closing date and possession date

\$125.00 processing fee (make check payable to Museum Park Lofts Condominium Association) paid by the seller or lessor

\$300.00 rental processing fee (make check payable to Museum Park Lofts Condominium Association) – one time fee for same renter

\$200.00 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(s)/tenant(s) information form (attached)

Completed move-in/out form (attached)

Certificate of insurance indicating homeowner's policy (to be received within 30 days of move-in)

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

Thank you.

**JeLene K. Harder
Property Manager
Draper and Kramer, Inc.
Managing Agent**