

# Museum Park Lofts Condominium Association

125 East 13<sup>th</sup> Street, Chicago, IL 60605

Phone: 312.235.0486 Fax: 312.566.9553

E-mail: Cherie.schmidt@associa.us

## 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 13<sup>th</sup> Street, Chicago, Illinois 60605 or faxed to 312.566.9553.

Thank you.

Cherie Murphy-Schmidt  
Property Manager  
Associa Chicagoland