

Block X Condominium Association

SALES OR LEASE OF UNITS & MOVE IN/OUT GUIDELINES

The following details the responsibilities and documentation required, per the Block X Rules & Regulations, for those Selling, Buying or Leasing a Unit and moving into or out of the Block X Condominium Association.

Upon Entering a Sales Contract or Lease, or planning a Move In/Out:

- Immediately notify BW Phillips Management Group**, Inc. at 312 655-0935. Sellers/Buyers/Lessees must notify BW Phillips Management Group, Inc. to schedule a move in/out and to reserve the elevator if needed. All moves must be scheduled at least 10 days in advance, and should not proceed until approval has been received and confirmed by Management. No move ins/outs will be scheduled until ALL of the following have been completed.
- Provide a copy of the **Sales Contract (RESPA)** or **Executed Lease** (minimum 1 year duration).
- Settlement Statement** – Buyers and Sellers forward a copy of Settlement Statement (document signed at closing) as a proof of new ownership to BW Phillips Management Group.
- Submit Resident Information Sheet** (attached) to be completed by the Buyer or Lessee.
- \$175 Block X Transfer Fee Assessment Check** - Sellers, a \$175 Transfer Fee Assessment is required to cover expenses involved in the sale of a unit, including requests for information and compliance with state and local laws applicable to the sale of a condominium unit. Please make payable to the “Block X Condominium Association”.
- \$100 BW Phillips Transfer Fee** – Sellers make this check out to BW Phillips Management Group, Inc.
- \$300 Refundable Moving Deposit** - Everyone moving into or out of Block X, whether Buying, Selling, Renting or Leasing, is required to pay a \$300 Refundable Moving Deposit (make check payable to the Block X Condominium Association). The amount refunded will be based on compliance with all of these guidelines, confirmation no damage has been caused, and submission of a fully completed and accurate Homeowner Contact Information Form.
- \$250 Partially-Refundable Security Fee Deposit** - A \$250 partially-refundable security fee deposit is required for both a move-in and a move-out. Make checks payable to the “Block X Condominium Association”. The amount of the fee will be the higher of \$75 or the actual cost of hiring a security guard for the duration of your scheduled move. The guard will stand at the point of entry to provide safety and security for the building during the move. Any charges above the \$250 Deposit are the responsibility of the party moving in or out. Building 5 townhomes, with private garage entries, are excluded.
- Governing Documents Receipt & Acceptance Form** – Buyers and Lessees, sign and submit the attached form stating you have received, read, understand, and agree to abide by the Block X Rules and Regulations, By-Laws and Declaration (attached).
- Paid Assessment Letter Requests** – Sellers submit your request in writing to BW Phillips, along with a statement of the anticipated closing date for selling the unit. Letters will not be issued until all documents are received, and monthly and special assessments, other charges, fees and amounts owed the Association (including all fees/deposits and documents requested here) are paid up in full through and including the month of closing. Allow at least 10 business days for completion ahead of your closing.

Block X Condominium Association

Move In/Out Guidelines

1. Moves & deliveries will be scheduled as follows:

Monday through Friday: 9am-4pm (preferred)

Weekend moves & deliveries must be approved by the Management Office.

Only one move will be allowed per day.

2. During a move or delivery, doors to the building or garage must not be left unattended in the open position.
3. All deliveries and moves must follow a prescribed path, as recommended by the Building Engineer, and approved by the Property Manager in writing. This path will detail which gates, doors, garage gates, elevators, hallways, or any other facilities, can be used for each move and delivery.
4. At no time is hoisting of any items permitted up and down the sides of buildings, through windows, onto or off of decks, or over fences and gates.
5. Upon notice of Move-in/ Move-out or Deliveries in Buildings 1 and 2, management will inform the Building Engineer to install elevator pads in the elevator. Elevators CAN NOT be used until such time as these elevator pads are installed.
6. DURING SHORT DELIVERIES to the building, it is the Owner/ Residents' responsibility to have someone posted at the gate and/or building entrance door/garage door during the length of the delivery process or personally oversee that the door is never left unattended or left in an open position.
7. \$500 FINES FOR NON-COMPLIANCE AND DAMAGE INCURRED: These measures are being taken for the total security of the Block X Community and the protection of our buildings and facilities. Your cooperation will be most appreciated. A fine of \$500.00 will be levied against a Unit Owner(s) found to be in violation of any or all of the above procedures, along with the forfeiture of their Moving Deposit. Said fine shall be applied to and deemed part of a Unit Owner's Monthly Assessments.
8. Any and all damage resulting from a move-in, move-out, or delivery, is the responsibility of the current Unit Owner. The cost of repairing these damages will be applied directly to the Unit Owner's Monthly Assessments. In the case of Unit Owners moving out, a Paid Assessments Letter may not be issued until the account is settled in full.
9. Unit Owners are responsible for the actions of their tenants, and are responsible for providing their tenants with copies of the Condominium Association Declaration, By Laws, Rules and Regulations. If a tenant violates any provisions of the Condominium Declaration, By Laws, Rules and Regulations, the Board in its discretion, shall determine what action or actions should be taken against the Unit Owner or Tenant, per the Rules and Regulation, By Laws and directives of the Declarations. Fines or penalties relating to such action shall be levied against the Unit Owner(s), and shall be applied to and deemed part of their Monthly Assessments.
10. Within 48 hours after the scheduled move, maintenance staff will perform a walk-through to report any major damage to the common area elements. If damages are observed the cost of repairs will be deducted from the \$300 deposit. The unit owner will be held liable for all damages in excess of this amount.

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ACKNOWLEDGEMENT

(Please sign below and return to BW Phillips Management Group, Inc.)

"I have read and agree to the above rules regarding moves at Block X Condominium Association."

Signature _____ Unit Number _____ Date _____

Management Office Contact Information:

Ranko Glisic, Property Manager
rglisic@bwphillips.com

Clinton Street Lofts
Attn: Property Manager
226 North Clinton
Chicago, IL 60661

Phone: 312 655-0935
Fax: 312 577-0852

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REQUIRED CONFIDENTIAL RESIDENT INFORMATION SHEET - Please Print/Type and Complete All Items

Unit # _____ Parking # 1 _____ Parking #2 _____ Storage # _____ Unit Phone # _____

Resident(s): 1. _____ Cell Phone # _____

2. _____ Cell Phone # _____

E-mail(s): 1. _____

2. _____

Name of Firm(s) Employed By: 1. _____

2. _____

Office Phone & Extension: 1. _____ 2. _____

Other Residents

Please list any others living in your home (including children's names and ages). It is understood that they will have keys and that the Management Office will not be providing keys for them.

Name	Cell Phone	Relationship	Age of Minor
_____	_____	_____	_____
_____	_____	_____	_____

Vehicle Registration- Unregistered vehicles are subject to being towed at owner's expense

Make	Model	Year	Color	License Plate #
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Bicycle Registration – Unregistered bicycles are subject to being removed at owner's expense

Make	Model	Color
1. _____	_____	_____
2. _____	_____	_____

Pets

Please list all pets in your unit.

Name of Pet	Type of Pet/Breed/Color/Markings/Special Handling Instructions
1. _____	_____
2. _____	_____

In Case of Emergency, Please Notify (list someone other than a Block X resident):

Name: _____ Relationship: _____

Address: _____

Day Phone #: _____ Evening Phone #: _____ Cell Phone #: _____

Send Assessment Bill To:

Name _____

Address _____

City _____ State _____ Zip _____

Signature of Resident (Owner or Lessee) _____

Date _____

THANK YOU FOR YOUR COOPERATION.

VISIT WWW.BLOCKX.ORG TO SUBMIT YOUR INFORMATION ONLINE, OR FAX THIS FORM TO BW PHILLIPS C/O 312 577-0852. PER THE RULES AND REGULATIONS, FAILURE TO FULLY COMPLETE THIS FORM AND KEEP THE INFORMATION UPDATED IS SUBJECT TO A \$100 PER MONTH FINE. AN

Block X Condominium Association

IMMEDIATE \$1,500 FINE WILL BE LEVIED SHOULD AN EMERGENCY SITUATION ARISE INVOLVING YOUR UNIT.

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GOVERNING DOCUMENTS RECEIPT & ACCEPTANCE

Attached are the current Block X Condominium Association Governing Documents, including the Condominium Association Declaration, By Laws, Rules and Regulations governing all residents/owners of the Block X Condominium Association. Please read carefully.

By signing this form, you acknowledge that you have received a copy of the above mentioned documents, and that you understand, accept and agree to abide by them. Lessors are responsible for providing this information to their Lessees.

Please complete this form and return it to BW PHILLIPS MANAGEMENT GROUP, INC. prior to the sale, purchase, lease or occupancy of the unit. Please fax the form to 312 577-0852 or e-mail it to rqlisic@bwphillips.com

Thank you for your cooperation and compliance.

Signature _____ Unit Number _____ Date _____