



30 East Huron Condominium Association Lease Packet and Information

Updated 01/01/2022

Attached are necessary forms for the leasing of your condominium. Please read this packet in its entirety.

It's recommended to have either the condominium owner or their representative submit all required documents together no later than 10 days before the lease start date. It is the responsibility of the condominium owner or their representative to provide the lessee with all necessary information. Once all required documents are complete, please submit the completed lease packet to the Management Office.

Please do not submit lease package documents individually or separately; all documents must be submitted together. Partial or incomplete packages will not be accepted. Failure to follow the procedures will result in a delay in processing lessee information. Incomplete information may result in the staff unable to properly communicate with your tenant. For example, if we do not have all the information required, your tenant's information will not be added to our database, which may lead to a negative experience for your tenant and team member.

The 30 East Huron Condominium Association and Management Office staff is **not** responsible for any delays in processing lease information if documents are not submitted in timely manner. The management office is not responsible to follow up, track or monitor incomplete lease documents.

Required Documents Check List ✓

- Executed Lease Agreement
- Lease Rider
- Contact Information
- Move-in Fee and Deposit
- Dog Registration and Waiver (if applicable)



Rules and Requirements for Leasing of Units

GENERAL INFORMATION

1. The Association will charge a one-time annual lease processing fee of \$200 to each Unit Owner leasing his/her Unit for a 12-month term and a \$300 processing fee for leases less than a 12-month period as a Common Expense. The fee shall be charged once during each calendar year upon the submission of the initial lease (subsequent leases submitted during that same calendar year will not incur any additional lease processing fees).
2. When leasing units, the Unit Owner is not relieved of any obligations under the Declaration of Rules and regulations.
3. Unit Owners will be held responsible for the actions, including fines for violation of Rules and conduct of their tenants. Any fees, charges, cost incurred by the Association resultant from the actions or conduct of a tenant will be the sole responsibility of the Unit Owner.

PROCEDURES

1. The Association's Condominium Instruments require that all leases be submitted to the Management Office. Therefore, a copy of each lease must be submitted to the office, including lease renewals and garage parking spaces.
2. Unit Owners/Representative must provide the Management Office with the executed lease, lease rider and contact information of the lessee, prior to taking possession of the unit and prior to scheduling elevator time for a move-in.
3. Each Unit Owner shall provide lessee with a copy of the 30 East Huron Handbook/Rules and Regulations. The 30 East Huron Lease Rider acknowledges receipt of a copy of the Handbook and that the lessee agrees to be bound and subject to all the Rules and obligations.

Incomplete leases are not acceptable and will be returned to the owner or representative.



Primary Contact Information Form

Unit: _____ **Unit Owner** _____ **Lessee** _____ (Check one)

Name: _____
Email: _____ **Cell Phone:** _____
Home Phone: _____ **Work Phone:** _____

Name: _____
Email: _____ **Cell Phone:** _____
Home Phone: _____ **Work Phone:** _____

Name: _____
Email: _____ **Cell Phone:** _____
Home Phone: _____ **Work Phone:** _____

Emergency Contact Information:

Name: _____ **Relationship:** _____
Home Phone: _____ **Cell Phone:** _____

Name: _____ **Relationship:** _____
Home Phone: _____ **Cell Phone:** _____

Mailing address for your monthly assessment statement:

(To be completed by Homeowner only)

Key Fob and Parking Information

Key Fob # _____ **Key Fob #** _____
Key Fob # _____ **Key Fob #** _____

Parking (if applicable):

Space Number: _____
Parking Transponder # _____



Vehicle Make/Model: _____ Year: _____
Color: _____ License Plate Number/State: _____

Condominium Unit Lease Rider

March 21, 2013

LEASE AND RIDER. The Condominium Unit Lease Rider ("Rider") is attached to and incorporated as part of the Lease between the undersigned Lessor and Tenant relating to their leased unit at 30 E. Huron, Chicago, IL 60611.

Pursuant to Rules adopted by the Board of Directors, submission of **this executed Rider must accompany and be attached to every Lease** entered into and submitted to the management office prior to or at the time the Tenant takes possession of the unit.

Pursuant to Rules adopted by the Board of Directors, Lessor acknowledges that he/she has tendered a copy of the current 30 E. Huron Rules and Regulations to Tenant, and Tenant acknowledges receipt of same. If a Management Agreement is on file with the building office, the Lessor's Managing Agent must execute and agree to the terms of this Rider. In addition, a copy of the Condominium Instruments (Declaration and By-Laws) must be available for review by Tenant if Tenant makes such a request upon Lessor.

Pursuant to Sections 7 and 11 of Declarations of the 30 E. Huron Condominium Association, Lessor and Tenant acknowledge that the Tenant takes possession of the unit pursuant to the terms of the Declaration and that any failure of the Tenant to comply with the terms of the Declaration shall be a default under the terms of the lease.

Tenant agrees that he/she, as well as any of their guests or invitees, will abide by the 30 E. Huron Rules and Regulations, and be subject to fines and eviction for violations of such. Landlord and Tenant agree that fines, costs and damages for such violations can be imposed upon Landlord, Tenant, or both jointly. Tenant agrees to promptly forward to Lessor any notice or correspondence received by Tenant from management. If any revisions are made to the Rules and Regulations, Lessor shall tender a copy of the revisions to Tenant immediately.

Lessor hereby acknowledges that pursuant to Section 12(c) of the Declaration, in the event Tenant violates the rules or regulation adopted by the Association, the remedies available to the Association include an action for possession of the unit.

The 30 E. Huron Condominium Association is expressly made a third-party beneficiary of this Rider. In the event of any conflict in the terms of the Lease and this Rider to the Lease, the terms of this Rider shall control. Lessor and Tenant agree to be responsible for and pay the 30 E. Huron Condominium Association for any attorney fees and costs associated with enforcing this Rider, the Condominium Instruments, and/or the Rules and Regulations. Lessor and Tenant agree to indemnify, defend and hold harmless, the 30 E. Huron Condominium Association, its Board of Directors, management and employees, for any acts, omissions or claims arising out of the leasing of the Unit.

Unit # _____ Parking Unit # _____

Lessor(s) Name (printed): _____

Lessor(s) Signature: _____ Date: _____

Tenant(s) Name (printed): _____



Tenant(s) Signature: _____ Date: _____

Tenant(s) Signature: _____ Date: _____

Elevator Reservation/Move-in Procedures

1. Notice must be given to the Management Office for reserved elevator time for all move-ins and move-outs at least (7) days prior to the move. Moving is permitted Monday through Friday, 9:00 a.m. – 4 p.m. No move-ins or move-outs entailing the moving of furniture will be permitted on Saturdays, Sundays, or holidays. Unscheduled moves will be turned away.
2. Moves will not be scheduled before 9:00am or after 5:00pm. Moves are scheduled in two-hour increments. If additional time is needed, an additional fee of \$25.00 per hour will be charged.
3. If a move runs past the 5:00 p.m. cut off period, a charge of \$75 will be charged every fifteen (15) minutes that the move continues beyond 5:00 p.m.
4. A \$350.00 moving fee, plus \$350.00 refundable deposit will be required to reserve the elevator for move-ins and/or moveouts. A pre-move and post-move inspection of the hallway, freight elevator and loading dock will be conducted. The cost of repairs for nicks, scratches or other damage to the common areas will be charged to the unit owner or deducted from the move deposit on a time and materials basis. If there are no damages, the deposit will be returned after post-move inspection.
5. Moving fee and deposit must be paid to the management office to confirm your move. Homeowner or Tenant must submit two separate checks payable to, 30 E Huron Condominium Association.
6. Boxes and other packing materials must be taken down to the rear dock area and placed neatly by the recyclable bins.
7. Maintenance can assist in disposing of your discarded boxes and packing material for a fee. If you require assistance please call the Management Office at (312) 951-9000, or the front desk at (312) 951-9048 for assistance.
8. Furniture, large items and more than 2 suitcases or 2 moving boxes must be delivered through the loading dock. Any attempt to bring large items through the front lobby is prohibited. Residents must schedule the use of the freight elevator with the Management Office in advance for large furniture deliveries or removing large items from unit.



Revised 01/01/2022

**30 E. HURON CONDOMINIUM ASSOCIATION
RESIDENT MOVE IN/OUT FORM**

The following form must be completed and returned to the Management Office at least one week prior to your scheduled move. Please remember when scheduling a move to schedule ample elevator time to allow for any delays that may occur. You may forfeit the elevator to the next scheduled resident at the end of your move time regardless of whether your movers are finished.

RESIDENT NAME: _____ UNIT #: _____

SCHEDULED MOVE IN/OUT DATE: _____ TIME: _____

Please fill in all appropriate information:

I currently occupy bike space number(s) _____ and/or storage locker _____
And will be removing them in concurrence with my move out date.

If you are moving out, your new address is:

ELEVATOR AVAILABILITY:

Moves are scheduled Monday thru Friday 9:00 a.m. – 4:00 p.m.

The move in/out fee is \$350.00 and a refundable deposit of \$350.00 is required.

Moves are scheduled in two-hour increments. If additional time is needed, an additional fee of \$25.00 for each hour will be charged. If a move runs past the 5:00p.m. cut off period, a charge of \$75.00 will be charged every fifteen minutes.

This fee must be paid to the management office in order to confirm your move date and time. Completing this form does not confirm your time, please confirm with the office at 30EastHuron-Mgmt@Habitat.com. Please make checks payable to *30 E. Huron Condo Association*.



No move-ins or move-outs entailing the moving of furniture will be permitted on Saturdays, Sundays, or holidays.

Dog Registration and Waiver

Owner/Resident Name: _____ Unit #: _____

If lessee, submit a copy of the lease agreement or written letter of permission from Unit Owner specifying pets are allowed.

1. Pet name: _____

Breed: _____ Age: _____ Male/Female _____

Color: _____ Vaccination Information: _____

2. Pet name: _____

Breed: _____ Age: _____ Male/Female _____

Color: _____ Vaccination Information: _____

All dogs residing at 30 E. Huron must be registered with the Management Office. All dogs must have up to date vaccinations for rabies. Resident acknowledges that he/she has tendered a copy of the current 30 E. Huron Pet Rules and Pet Waiver. By signing below, you agree to release 30 E. Huron Condominium and its agent from any and all damage caused or incurred by your pet.

Owner/Resident Signature: _____

Date: _____



30 E. Huron - Pet Rules and Waiver

Pet Rules

In accordance with the Articles, each unit may have a maximum of two pets. Unless carried, pets must be leashed and enter and exit only through the rear door.

All dog owners will be required to register their pet(s) with the property management office. As part of the registration, dog owners will be required to provide proof of vaccinations in accordance with governmental requirements. Once the pet is registered, the management office will issue a registration certificate within two weeks and issue a dog tag.

Any dog(s) that may reside in the building for more than 15 days annually shall provide proof of vaccinations and register with the management office.

During the hours of 11 p.m. through 6 a.m. dogs are permitted to enter and exit through the lobby. Pet Owners must enter and exit through the rear entrance of the building unless such entrance is inaccessible, then entry and exit through the lobby. If you are entering and exiting through the lobby, never use the revolving door with your pet and always make use of the stationary exit doors.

Residents are responsible for ensuring that their pets do not have accidents in the common areas. If a pet does have an accident, the Resident must clean up immediately and notify the front desk of the occurrence.

The Association provides Fido bags at the rear entrance. Residents are encouraged to use them.

In common areas and elevators, Residents must ensure that their pets do not threaten or cause discomfort to other Residents or their guests.

Owners, their tenants and guests are all responsible for the actions of their pets including excessive noise. Appropriate fines/penalties (up to and including requiring the removal of the pet) may be levied for pet rule violations.

Liability Release

As a pet owner you agree that 30 E. Huron Condominium Association, or its agents, will not be liable for any damages for loss resulting from failure to keep control over your pet.

The attending pet and its behavior is solely your responsibility as the Pet Owner. Should any behavior demonstrated by your pet result in damage to the property, you as the pet owner, agrees to assume full responsibility to any and all damages incurred. In addition, you agree to absolve 30 E. Huron, and its agents, of any and all obligations to pay such damages. Furthermore, you agree to solely accept all liability financial or otherwise for your pet.

Signature: _____



Unit: _____

Resident Utilities Information

Electric Service

Owners and/or Renters must call ComEd at 1-800-334-7661 to set up or cancel electrical service. This covers lights and any electrical appliances or devices within the unit and is paid for individually and directly to ComEd by each unit owner or renter. **THE SERVICE EFFECTIVE DATES SHOULD COINCIDE WITH YOUR PURCHASE OR SALE DATE. (FOR TENANTS: LEASE START OR EXPIRATION DATES). SET UP AND CANCELLATION OF ELECTRICAL SERVICE IS NOT AUTOMATIC.**

Internet and Cable

The building is under a bulk contract for cable and internet through Access Media 3/Single Digits (an authorized cable provider for Direct TV) which includes: Genie HD/DVR Receiver, up to 2 Genie Minis, Cable Package of 170+ channels, One internet Modem and 250Mbps internet speed.

To setup service for cable and internet, tenants must call Access Media 3/Single Digits at 844-557-8732, inform the call center that you reside at 30 E Huron Condominium Association, 30 E Huron Street, the building is under a BULK AGREEMENT, and request a setup. Access Media 3/Single Digits will set up an appointment for a technician to come to your unit and set up the devices.

When moving out of the building, it is the owner/renter's responsibility to contact Access Media 3/Single Digits to cancel services and return equipment.

Mail

Owners and Renters must notify the Post Office of your new mailing address and notify them of forwarding address when moving out: 30 E Huron Street Unit# _____ Chicago, IL 60611.

It is important to indicate your Unit# to the Postal Office to ensure timely receipt of your mail. If you are a monthly renter and only require mail for a short period, please inform your landlord so that a temporary mail label can be made on the mailbox.

Trash and Recycling

The trash chute is located on each residential floor on the North end of the hallway. All trash must be sealed in a plastic bag and placed in the chute. No trash should ever be left on the chute room floor or in the residential hallway. If items are too large for the chute, please contact the Management Office to make arrangements for proper disposal. **No flammable or explosive materials, paint cans, sharp metal, wire objects or hangers or hot cigarette ashes should ever be placed in the chute.**

Comingled Recyclable bins are in each chute room. Acceptable items include phone books, plastic bottles and containers, magazines, glass bottles and jars, bathroom recyclables, mail, aluminum cans, mixed paper, metal cans, paper cartons. Moving and pizza boxes must be flattened and placed in the bin. **No plastic grocery bags, Styrofoam or electronics are accepted. Shredded paper is not recyclable and must be placed in a sealed bag and placed in the chute.**

