

The Elm at Clark Condominium Association

1122 N Clark Street, Chicago, IL 60610

Phone: 312-943-7778

Fax: 312-944-9708

Email: Contact@TheElmAtClark.Com

Website: <http://TheElmAtClark.Com>

MOVE-IN REQUIREMENTS FOR BUILDING TENANTS

Thank you for choosing The Elm at Clark Condominium Association. We hope you enjoy your time here. As a new tenant, you will need to provide the association with the following items.

Before you move in, the **owner of the unit** must provide to the Association at least 10 days prior to the lease effective date:

- An executed copy of an ABOMA three part condominium lease. The ABOMA lease is available from the Management Office, or directly from the ABOMA website located at <http://ABOMA.com>. Unit leases must be not less than 6 months and no more than 24 months in duration. Garage spaces must be not less than 3 months and no more than 12 months in duration
- An executed copy of the Association's 'Rider to Lease' form.

It is also the responsibility of the owner to insure that proper information and a current lease is provided to the Management Office prior to occupancy by the tenant. Leases must be updated prior to the end of the lease period if the lease is to be continued.

Before you move in as a **Tenant**, contact the Management Office regarding the following:

- If not already paid by the owner, there is a non-refundable \$500 Move-in Fee.
- A \$400 Security Deposit – refundable after your move if no damage occurs to Association property during the move.
- Schedule a time for elevator reservations before your move. Elevator hours are Monday-Friday 9am to 12pm or 1pm to 5pm. Elevator reservations frequently book early at the start and end of each month.
- Complete and return an 'Emergency Contact Form'.
- Complete and return a 'Rules and Regulations Acknowledgement'.
- Complete and return a 'Garage Registration and Information' form.
- Complete and return a 'Pet Registration Form' with pet vaccination information if appropriate.

Loading Dock Security: Please remember to keep belongings on the dock at all times. Our alley way is accessible to the public. Please remind delivery personnel, movers, contractors and anyone else using the loading dock to lock their vehicles.

Elevator Door Dimensions: Height - 83.5 inches. Width - 42 inches.

Elevator Interior Dimensions: Height - 89 inches. Width - 80 inches. Depth 50 inches.

After moving in to your new home, please stop by the Management Office to complete any other forms required for storage locker assignment, bike space assignment, etc.