

SHORELINE TOWERS MOVING RULES AND REGULATIONS
MOVING, LEASING & DELIVERY INFORMATION

Move In / Out

- A. All Moves must be scheduled at least 5 business days in advance. Moves must be scheduled in WRITING via email or fax or drop off to apiper@lmsnet.com, 773-338-9060. Owners are responsible for all unscheduled move fees/fines if tenant does not follow procedures.
- B. Moves are to take place between the following only :
Everyday 9:00 AM to 1:00 PM or 1:00 PM – 5:00 PM
- C. A non-refundable move-in and move-out fee of **\$300.00 must be accepted by the management company prior to moving into and out of any unit.** Make check out to Shoreline Towers Condominium Association and mail or drop off the onsite management office, ATTN Ashley.
- D. Absolutely no moves may take place without **FIRST SCHEDULING THE MOVE, SUBMITTING THE FEE, A COPY OF THE LEASE, AND THE INCLUDED FORMS.**
- E. Deliveries **MUST** take place during the above hours, must be scheduled at least 3 DAYS IN ADVANCE. There is no fee for deliveries.
- F. **IN SUMMARY WE NEED THE FOLLOWING ITEMS BEFORE ANY MOVES TAKE PLACE:**
 - A. LEASE
 - B. \$300 MOVE FEE
 - C. MOVE SCHEDULED WITH MANAGEMENT 5 DAYS PRIOR
 - D. ATTACHED FORMS

All moves and large deliveries **MUST** take place through the back doors and freight elevators only. Any **UNSCHEDULED** moves, construction materials, or large deliveries through the front door or passenger elevators will result in a fine per the fine schedule. Please notify the front desk as 773-338-1300 when your movers or truck arrives.

The following information must be filled out and returned to the Management Office via email, fax, or drop off with the above additional requirements to : apiper@lmsnet.com, 773-338-9060.

REQUEST FOR MOVE TIME / ELEVATOR

OWNER NAME: _____ TENANT: _____

OWNER PHONE #: _____ OWNER EMAIL: _____

UNIT #: _____

REQUESTED MOVE DATE: _____

TIME: FROM _____ TO _____ MOVE IN or OUT: _____

FORWARDING ADDRESS IF OWNER MOVE OUT: _____

SIGNATURE: _____ Date _____

RESIDENT INFORMATION SHEET

(Please Print or Type and Complete All Items)

Unit # _____

Resident Names(s) 1. _____ 2. _____

Day Phone 1. _____ 2. _____

Cell Phone 1. _____ 2. _____

Email 1. _____ 2. _____

Please list any others living in your home not on the lease(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. If you wish to change the access status or add someone at any time, please notify the Management Office.

Other Residents	Phone	Relationship
_____	_____	_____
_____	_____	_____

VEHICLE REGISTRATION IF USING PARKING LOT OR GARAGE

Note: Any vehicle which has not been registered is subject to being towed at owner's expense

Make	Model	Year	Color	License Plate #
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____

Address: _____

Day Phone #: _____ Evening Phone #: _____

DISABLED RESIDENTS REQUIRING SPECIAL ASSISTANCE

Please complete the enclosed Emergency Information- Special Assistance Worksheet. This information will be kept Confidential but is critical to ensure evacuation information is accurate should there be a building emergency.

Signature of Resident (Owner or Lessee)

Date

Signature of Resident (Owner or Lessee)

Date

THANK YOU IN ADVANCE FOR YOUR COOPERATION...IF THERE ARE ANY CHANGES TO THIS INFORMATION AT ANY TIME IN THE FUTURE, YOU MUST IMMEDIATELY NOTIFY THE MANAGEMENT OFFICE BY SUBMITTING A NEW FORM!!!

SHORELINE TOWERS CONDOMINIUM ASSOCIATION

Rules and Regulations Rider

Owner(s): _____

Address: _____

Tenant[s]: _____

The Owner will fully provide the prospective tenant all Association Rules and Regulations and make compliance of them a condition of the rental agreement. All rentals require a written agreement with this provision:

“Subject to the Associations’ governing documents, Rules and Regulations. Failure to comply with them is considered a default under the Rental Agreement which will result in mandatory termination of this Rental Agreement.”

Failure by tenants to comply with the Rules and Regulations, and governing documents may result in fines against the owner and mandatory eviction of the tenant. Any and all costs of such enforcement action shall be assessed to the unit owner.

The tenants have received the latest Shoreline Towers Condominium Association Rules and Regulations, and agree to abide by all provisions within those Rules and Regulations

Tenant (s) Signature[s]: _____

Owner(s) Signature[s]: _____

Date: _____

SHORELINE TOWERS - PET REGISTRATION

OWNER(S) NAME(S): _____ UNIT #: _____

RESIDENT NAME(S): _____
(IF NOT THE UNIT OWNER)

PET OWNER HOME #: _____ WORK #: _____ CELL#: _____

PET 1

NAME: _____

TYPE OF PET: _____

WEIGHT: _____

BREED: _____ AGE: _____

COLOR _____

PET 2

NAME: _____

TYPE OF PET: _____

WEIGHT: _____

BREED: _____ AGE: _____

COLOR _____

ATTACH PHOTO

ATTACH PHOTO

SHORELINE TOWERS CONDOMINIUM

6301 N Sheridan, Chicago IL 60660

BICYCLE REGISTRATION FORM

Annual Bike Registration fee is \$25.00 per bike. The check needs to be made out to Shoreline Towers Condominium and submitted to the Management Office. After payment is received, you can pick up a bike sticker, stall assignment, and bike key from the Management Office. If you have more than one bike, the fee is due for each. The issued bike key will only access your assigned bike room (s).

UNIT NUMBER _____

OWNER OF BICYCLE _____

Circle One: Owner or Tenant

MAKE & MODEL _____

COLOR: _____

Signature: _____ Date: _____

SHORELINE TOWERS CONDOMINIUM ASSOCIATION IS NOT RESPONSIBLE FOR THE LOSS OF/DAMAGE TO ANY BICYCLE STORED IN THE BICYCLE AREA WITH OR WITHOUT LOCKS

Office Use Only

STICKER & STALL NUMBER: _____

PAID & ISSUE DATE: _____