

Austin Courts Condominium Association

Tenant Administration Program

THE BOARD OF DIRECTORS MUST APPROVE RENTAL PRIOR TO RENTING UNIT.

This document is to be COMPLETELY filled out and returned to the Managing Agent

TO:

Austin Courts Condominium Association
c/o Mperial Asset Management
110 N. Brockway St. Suite 320
Palatine, IL 60067
Or via email to AustinCourtsLibertyville@gmail.com

DATE: _____

ADDRESS OF UNIT: _____

In accordance with the provisions of the Declaration and By-Laws of the Austin Courts Condominium Association, and pursuant to the rules and regulations adopted from time to time, I (we) hereby submit this notice of intent to lease the above Unit to, and only to:

NAME(S): _____

I am enclosing the following:

1. A copy of the Lease (minimum length of one year)
2. Association Approved Lease Rider
3. An Owner/Tenant Profile Forms
4. Tenant Acknowledgment of Association Responsibilities
5. A credit report on each adult.
6. A criminal background check on each adult.
7. The income amount and sources of that income on each adult.
8. All employers, length of employment, employment history for the past 10 years, on each adult.
9. A check for \$150.00 payable to Mperial Asset Management, LLC. *This fee is to be mailed directly to our office and not to be included with your assessment payment.
10. A check for the security deposit in the amount of \$1,000 payable to Austin Courts Condominium Association.

I understand that, as the Unit Owner, it is my responsibility to advise and explain to my Tenant about his obligations under the Association 's Declarations, By-Laws, and Rules and Regulations.

I further understand that the Tenant will be required to sign a certain "Acknowledgment of Tenant Obligations and Association Rights Under the Association Documents" by the terms of which the Tenant will acknowledge, among other things, the Tenant's obligations under the Association Documents, and the Tenant's understanding that in the event of the Tenant's failure to comply with the Association Documents, the lease could be terminated and the Tenant evicted.

I further understand that the Association Mperial Asset Management is not approving my Tenant for the purposes of my lease, and neither the Association nor Mperial Asset Management bear any responsibility whatever for my Tenant's performance of the terms and conditions of the lease.

I further understand that my Tenant cannot take occupancy of the Unit all the requirements of the Tenant Administration Program and all other procedures required by the Rules have been completed and received by the Association.

Signed this ____ day of _____, 20 ____.

Owner _____

Signature

Printed Name

Austin Courts Condominium Association

Tenant Administration Program

CONDOMINIUM UNIT LEASE RIDER

BETWEEN, _____ AS LESSOR. AND
_____, AS LESSEE (TENANT), RELATING TO UNIT
(ADDRESS) _____, IN THE AUSTIN COURTS CONDOMINIUM
ASSOCIATION

1. Lease and Rider - This Condominium Unit Lease Rider is attached to and is part of a certain lease dated the _____ day of _____ 20_____
(hereinafter referred to as the "Lease"), between _____, as Lessor and _____, as Lessee, for the Condominium Unit located at _____, Libertyville, Illinois (hereinafter referred to as the "Premises"). In the event of any conflict in the terms of the Lease and the terms of this Rider, the terms of this Rider shall control.

2. Lessor and Lessee acknowledge the following:

A. The Austin Courts Condominium Association (the "Association") is not a "Landlord" and is not liable to the Lessee for failure to provide services required of a Landlord.

B. Lessor and Lessee will provide access to the Premises upon forty-eight (48) hours' notice to make necessary repairs to the common elements of the Property of those portions of the Premises affecting the common elements or other units on the Property. In the event of emergencies, Lessor and Lessee authorize the Association or its agent to enter the Premises without notice.

C. Lessee shall not repair any portion of the common element(s) on the Property, and any repairs to the Premises by the Lessee shall be performed in accordance with the Association's Declaration and By-Laws.

Dated this _____ day of _____, 20_____

LESSOR: _____

LESSEE(S): _____

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OWNER/TENANT INFORMATION FORM

This form must be filled out completely or it will not be accepted

Owner Information

Unit Address:		
Offsite Mailing Address:		
City:	State:	Zip:
Owner Name:		
Home Phone:		
Cell Phone:		
Work Phone:		
Email:		

PLEASE PROVIDE US WITH THE NAME OF A PERSON TO CONTACT IN CASE OF EMERGENCY.

NAME: _____ **RELATION:** _____

TELEPHONE: _____

INFORMATION REGARDING TENANTS

Tenant Name:	Tenant Name:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Work Phone:	Work Phone:
Email:	Email:

PLEASE PROVIDE US WITH THE NAME OF A PERSON TO CONTACT IN CASE OF EMERGENCY.

NAME: _____ **RELATION:** _____

TELEPHONE: _____

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OWNER/TENANT INFORMATION FORM

PLEASE LIST ALL OTHERS WHO WILL RESIDE IN UNIT:

NAME:

Age:

Please note that only those persons listed on this form may reside in the Unit, and should additional person(s) occupy the Unit, you will be subject to fines of \$50 per day for every day of infraction

AUTOMOBILE INFORMATION:

Make:	Make:
Model:	Model:
Year:	Year:
Color:	Color:
License Plate #:	License Plate #:
State:	State:

WILL LESSEE HAVE A PET? _____ YES _____ NO
(if applicable, please refer to your Rules and Regulations if pets are allowed).

IF YES, PLEASE DESCRIBE PET _____

WEIGHT WHEN FULL GROWN _____

TENANT(S): _____

OWNER(S): _____

Dated this ____ *day of* _____, _____

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ACKNOWLEDGEMENT OF TENANT OBLIGATIONS AND ASSOCIATION RIGHTS UNDER THE ASSOCIATION DOCUMENTS

1. The undersigned (the "Tenant") acknowledges that:
 - a. The Tenant has received a copy of the Association's Declaration, By-Laws, and Rules and Regulations from the owner
 - b. The Tenant is required to comply with the provisions of the Association Documents and that should the Tenant fail to comply, a fine could be imposed on the Unit Owner, and/or the Tenant's lease could be terminated, and the Tenant evicted, at the Unit Owner's expense.
 - c. The Association or its managing agent is not responsible or accountable to the Tenant for any representations made to the undersigned by the Unit Owner, real-estate salespersons, attorneys or other parties.
 - d. The Association, or its managing agent, is not the Owner of the Unit being rented and is not liable to the Tenant for the Owner's failure to provide the services required pursuant to the lease.
 - e. Access to the Unit must be provided upon 48 hours' notice to make repairs to the common elements of the property or those portions of the Unit affecting the common elements or other units on the property. In the event of an emergency, the Association or its agent may enter the premises without notice.
 - f. No Repairs, alterations, or changes to any portion of the common elements of the Association may be made, and that any repairs to the Unit shall be performed in accordance with the Association's Documents.
2. The following people and only the following people, will reside in the Unit:

3. The following vehicle(s), and only the following vehicle(s), will be parked on the Association property:

4. (If applicable) The following pit(s), and only the following pet(s), will be kept in the Unit (dog/cat and breed)

5. Any change in the status of the answers to paragraph 2, 3, and 4 shall be reported to Mperial Asset Management within 14 days.

I hereby certify that the above statements are true. I further authorize the Austin Courts Condominium Association or its duty authorized agent to make whatever investigation may be deemed necessary, including but not limited to a credit investigation.

Signed this ____ day of _____, 20____.

Owner _____

Signature

Printed Name