

**Palatine Station Condominium Association**  
**Tenant Administration Program**

**NOTICE OF INTENT TO LEASE UNIT**

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

TO: Palatine Station Condominium Association  
c/o Mperial Asset Management  
110 N. Brockway St., Suite 320  
Palatine, IL 60067

DATE: \_\_\_\_\_

ADDRESS OF UNIT: \_\_\_\_\_

In accordance with the provisions of the Declaration and By-Laws of the Palatine Station 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 fully executed Lease (minimum length of one year);
2. A Lease Application signed by my Tenant (for new leases only);
3. A completed Tenant Profile Form, including contact numbers;
4. A completed Tenant Acknowledgment of Association Responsibilities Form;
5. A check payable to Mperial Asset Management, LLC. in the amount \$50.00.

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 or Mperial Asset Management, LLC is not approving my Tenant for the purposes of my lease, and neither the Association nor Mperial Asset Management, LLC 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**

**Palatine Station Condominium Association  
Tenant Administration Program**

**CONDOMINIUM UNIT LEASE RIDER**

BETWEEN: \_\_\_\_\_, AS LESSOR, AND  
\_\_\_\_\_, AS LESSEE (TENANT), RELATING TO UNIT  
(ADDRESS) \_\_\_\_\_, IN THE PALATINE STATION  
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 \_\_\_\_\_, Palatine, 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 Palatine Station 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):** \_\_\_\_\_

\_\_\_\_\_

**Palatine Station Condominium Association  
Tenant Administration Program**

**OWNER INFORMATION**

OWNER(S) NAME: \_\_\_\_\_  
UNIT  
ADDRESS: \_\_\_\_\_  
OFFSITE  
ADDRESS: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ WORK  
PHONE: \_\_\_\_\_  
CELL  
PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**INFORMATION REGARDING PROSPECTIVE TENANT**

ADDRESS: \_\_\_\_\_  
NAME: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE - HOME: \_\_\_\_\_ OFFICE: \_\_\_\_\_  
PREVIOUS ADDRESS - (If less than 3 years at present address)  
\_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_  
PRESENT LANDLORD: NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
PRESENT EMPLOYER: NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
POSITION: \_\_\_\_\_

**Palatine Station Condominium Association  
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PREVIOUS EMPLOYER: (If less than 2 years)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION: \_\_\_\_\_

WILL LESSEE RESIDE IN UNIT? \_\_\_\_\_ YES \_\_\_\_\_ NO

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.

WILL LESSEE HAVE A PET? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PLEASE DESCRIBE PET \_\_\_\_\_

WEIGHT WHEN FULL GROWN \_\_\_\_\_

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

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

***Dated this*** \_\_\_\_ ***day of*** \_\_\_\_\_, ***20*** \_\_\_\_.

***TENANT(S):*** \_\_\_\_\_

\_\_\_\_\_

**Palatine Station Condominium Association**  
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**ACKNOWLEDGMENT 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.
  - 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:  

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

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

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

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

**Signed this** \_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

**Tenant:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Tenant:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**