

TENANT ADMINISTRATION PROGRAM

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Dear Unit Owner:

You are being furnished this letter and attachments because we have been notified that you intend to lease your unit.

Before you can consummate the lease and give your prospective tenant occupancy of your unit, you must first fulfill certain requirements established by the association. These requirements apply uniformly to the lease of any unit in the association. Your failure to fulfill these requirements could make your lease invalid and/or result in certain fines, attorney's fees, and other expenses being charged to you.

The requirements you must fulfill are primarily to furnish information to the Association about the lease and about the prospective tenant of your unit. Thirty days prior to the start of the lease, you must submit to the association's managing agent, Mperial Asset Management, LLC. the signed "Notice of Intent to Lease" along with all of the following:

1. A copy of the lease signed by you and your tenant. The lease must include the signed association-approved rider or exhibit. The form of this rider is included with this letter.
2. A lease application signed by the tenant in substantially the same form as the application included with this letter. (for new leases only)
3. A Tenant Profile signed by you and your tenant. A copy of this form is included with this letter.
4. The unit owner is responsible for providing the tenant with copies of the Declaration and By-Laws and Rules and Regulations.
5. The tenant will be required to sign the "Tenant Acknowledgment of Association Responsibilities", a copy of which is included with this letter.
6. A check for \$50.00 payable to Mperial Asset Management, LLC. This fee is due and payable at every lease inception and lease renewal. In the case of multi-year leases, the fee is due annually at the anniversary date on which the lease began.

Sincerely,

MPERIAL ASSET MANAGEMENT, LLC.

Shireen Khan
Tenant Administration Program Coordinator

**PALATINE STATION CONDOMINIUM ASSOCIATION
NOTICE OF INTENT TO LEASE UNIT**

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

TO: BOARD OF DIRECTORS OF PALATINE STATION CONDOMINIUM
ASSOCIATION
c/o Mperial Asset Management, LLC
110 N. Brockway St, Suite 320
Palatine, IL 60067

DATE: _____

RE: NOTICE BY OWNER OF INTENT TO LEASE UNIT

ADDRESS OF UNIT: _____

In accordance with the provisions of the Declaration and By-Laws of the _____ 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. The fully executed original lease.
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 tenants 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 until the "Acknowledgment" has been signed and all other procedures required by the Rules have been completed.

Signed this _____ day of _____, 20_____.

Owner(s):

Signature

Print Name

Signature

Print Name

By:

Signature

Print Name

Duly authorized agent by power of attorney
(copy of document attached)

**PALATINE STATION CONDOMINIUM ASSOCIATION
CONDOMINIUM UNIT LEASE RIDER**

BETWEEN: _____, AS LESSOR, AND
_____, AS LESSEE (TENANT), RELATING TO UNIT #
(ADDRESS) _____, IN THE
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 _____, _____, 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 _____ 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.
- D. All subleases of the Lease are subject to the right of first refusal contained in the Declaration of Condominium Ownership referred to in Section 17(1) of the Lease.

Dated at _____, Illinois this _____ day of _____, 20____.

LESSOR: _____

LESSEE(S): _____

**ASSOCIATION
TENANT PROFILE**

INFORMATION REGARDING PROSPECTIVE LESSEE

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:

PREVIOUS EMPLOYER:(If less than 2 years)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ PHONE: _____

POSITION:

WILL LESSEE RESIDE IN UNIT? _____ YES _____ NO

TENANT PROFILE

CONTINUED

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: _____

**PALATINE STATION CONDOMINIUM ASSOCIATION
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:

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

4. (If applicable) The following pet(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, 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