

**SELLER' s Responsibility**

**NOTICE OF INTENT TO SELL**

\_\_\_\_\_ **Condominium Association**

\_\_\_\_\_ **Condo Association**

C/O PC Management  
2008 W. Webster Ave.  
Chicago, IL 60647  
Phone: (773)328-7633  
Fax: (773)489-2625  
[www.pc-mgmt.com](http://www.pc-mgmt.com)

Attention: Property Manager

In compliance with the established procedures of the \_\_\_\_\_ Condominium Association, the undersigned owner(s) of unit number \_\_\_\_\_ at \_\_\_\_\_ hereby serve notice that I (we) have offered said unit for sale/lease to: \_\_\_\_\_

Enclosed please find:

1. One copy of the **Notice of Intent to Sell Form** filled out and signed by the seller;
2. One copy of the contract, filled out and signed by both seller and purchaser;
3. One copy of the **Incoming Residential Form** filled out by the purchaser;
4. One copy of the **Owner Emergency Information** filled out by the purchaser;
5. One copy of the **Rules and Regulation Rider** signed by the purchaser;
6. One copy of the **Assessment Payment Booklet Rider** signed by the purchaser;
7. **Closing Date:** \_\_\_\_\_
8. **\$100.00 non-refundable processing fee check made payable to PC Management.**
9. **\$\_\_\_\_\_ refundable/non-refundable move-out (seller) and move-in (buyer) deposit (if applicable) made payable to the Condominium Association** as per Rules and Regulation. All payments must be made by money order or cashier check. All payments made otherwise will be returned. For information on the moving deposits please contact the Property Manager.

All fields are mandatory. The complete packet must be forwarded to PC Management via fax, hand delivery, mail or email (pdf).

Incomplete packets will be returned to the seller or their representative. **A Paid Assessment Letter will not be issued without the complete packet (all applicable forms, deposits, and fees).**

**Although State law allows thirty (30) days for the processing of this information, normal processing occurs within 5 business days once the COMPLETED PACKET is received. Services provided within 3 business days are considered PRIORITY and are billed at a premium rate of \$150.00. Any documents requested for the NEXT BUSINESS DAY will be billed at an express rate of \$200.00.**

**If the association has the RIGHT OF FIRST REFUSAL, the processing of the documents are dependent on the Board of Directors and priority and express options are not available.**

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Buyer:** All fields are mandatory!

**INCOMING RESIDENTIAL INFORMATION FORM**  
\_\_\_\_\_ **Condominium Association**

Legal name in which unit is held: \_\_\_\_\_

Unit Number: \_\_\_\_\_

Mailing Address (non-resident Owner): \_\_\_\_\_

If no complete mailing address is provided, you forfeit your right to receive any written correspondence from the association.

Cell/Home Phone: \_\_\_\_\_

Work/Day Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Tenant's Information (if applicable)

Name: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_

Work/Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Name and relationship of all persons to occupy the unit.

Name	Relationship	Age
_____	_____	_____
_____	_____	_____

Pet Information.

Type	Name	Species
_____	_____	_____
_____	_____	_____

Automobile Information.

Make	Model	License
_____	_____	_____
_____	_____	_____

Parking Spot: \_\_\_\_\_ Storage Number: \_\_\_\_\_

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## OWNER/TENANT EMERGENCY INFORMATION

\_\_\_\_\_ **Condominium Association**

The following person (s) would know where to contact me or could be called in case of an emergency:

### ***Owner Information***

Name	Relationship	Cell/Home Phone	Work Phone
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### ***Tenant Information***

Name	Relationship	Cell/Home Phone	Work Phone
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**RULES & REGULATIONS RIDER**

\_\_\_\_\_ **Condominium Association**

By my signature below, I attest that I have both received and read the Rules & Regulations and the Declaration of the Condominiums of the \_\_\_\_\_ Condominium Association. I have understood them and I will fully comply with these rules.

A condominium community can be thought of as a small town. The Board President is the equivalent of the Mayor, the Condominium Association is equivalent of the law enforcement agency, and the Assessments can be thought of as taxes to pay for maintenance, repairs and improvements in the community.

In a well-run community, it is necessary to have Rules and Regulations to protect the quality of life of the residents. Without clear guidelines for the behavior of its residents, a community is likely to deteriorate in safety, appearance and property value.

The Rules and Regulations have been designed to insure that your community will continue to be a safe, beautiful and enjoyable place to live as well as a solid investment for each property owner.

\_\_\_\_\_  
Owner/Tenant Name

\_\_\_\_\_  
Owner/Tenant Signature

\_\_\_\_\_  
Date

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**ASSESSMENT COUPON BOOK RIDER**

\_\_\_\_\_ Condominium Association

By my signature below, I attest that I received the Assessment Coupon Book from the seller.

Each coupon should be sent in with your monthly assessment check. For alternative payment options, please contact the property manager.

State Law states that the assessments are due on the first of each month. Usually, Associations have a grace period ranging from five to fifteen days. Some associations allow a grace period of more than fifteen days. After the grace period expires, a late fee is applied to the account. Please consult your Association's Rules and Regulations and/or By-Laws for details.

Monthly assessment payments begin the month after closing. The assessment checks must be payable to the Condominium Association. All checks made payable otherwise will be returned. Please make sure to print your unit number on the check for proper identification.

Paying monthly assessments is the owner's responsibility. The coupon book serves as the owner's reminder to pay assessments. Statements will only be sent out when the assessment amount changes or the unit owner is delinquent.

Should you have any questions or concerns about the assessments please contact the property manager.

\_\_\_\_\_  
Owner Name Signature

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Date