



TERM OF LEASE		MONTHLY RENT	SECURITY DEPOSIT
BEGINNING	ENDING		
<i>Date</i>	<i>Date</i>		

LESSEE (Tenant)

NAME:

CO-SIGNER:

UNIT:

Oak Creek Drive, Unit
Buffalo Grove, Illinois 60089

LESSOR (Landlord)

NAME(s):

PHONE:

() -

EMAIL:

ADDRESS:

In consideration of the mutual covenants and agreements herein stated, Lessor hereby leases to Lessee and Lessee hereby leases from Lessor for a private dwelling the apartment designated above (the "Premises"), together with the appurtenances thereto, for the above term.

Additional Covenants and Agreements (If Necessary)

The first monthly installment of basic rent shall be paid upon execution of this Lease and the remaining installments shall be paid in advance on the first day of each month during the Lease Term, at the place designated by Landlord. For any portion of a calendar month included at the beginning of the Lease Term. Tenant shall also pay upon the execution of this Lease the prorated portion of the basic rent for such month. For any portion of a calendar month included at the end of the Lease Term, Tenant shall pay with his last full month's rent the prorated portion of the basic rent for such month.

THE PARTIES DO HEREBY AGREE AND COVENANT AS FOLLOWS

- TENANT'S REPRESENTATIONS AND POSSESSION.** Tenant represents and warrants that the statements made on Tenant's signed application, which application is hereby incorporated by reference, are material representations which Tenant acknowledges have been relied upon by Landlord, the falsity of which, in whole or in part, shall constitute a breach of this Lease entitling Landlord at his option, to terminate the Lease and repossess the Premises from the existing tenant, if any, by the commencement date hereof, and if Landlord is unable to deliver possession of the Premises to Tenant at the commencement date for any reason, Tenant's right of possession shall be postponed without any liability on the part of Landlord to Tenant for such postponement, until such time when the Premises shall be in suitable physical condition for occupancy, or until such time when Landlord is able legally to deliver possession.
- CONDITION OF PREMISES.** Tenant hereby acknowledges that Tenant has inspected the Premises and agrees to accept the Premises in an "as-is" condition and the acceptance of this Lease shall be deemed conclusive evidence that the Premises are on the date hereof in satisfactory condition and repair, unless otherwise specified herein. Tenant agrees that neither Landlord nor any agent of Landlord has made any representation as to the condition of the Premises nor no promises have been made to decorate, alter, repair or improve the Premises.
- SECURITY DEPOSIT.** Tenant has deposited with the Landlord sum of \$_____ to be held by Landlord as a security deposit ("Security Deposit"), to insure the full and faithful performance by Tenant of each and every term, provision, covenant and condition of this Lease. At the termination of the tenancy hereunder, for whatever cause, Landlord may use, apply or retain all or any portion of the Security Deposit for any obligation of Tenant arising under the terms of this Lease of as liquidated damages for Tenant's premature termination of the Lease Term; provided, however, that in any such event Landlord may seek redress against Tenant for any damages suffered by Landlord in excess of the Security Deposit. The

Security Deposit or any portion not so used, applied or retained shall be refunded to Tenant within forty-five (45) days after termination of the tenancy and delivery of possession of the Premises to Landlord with interest, if any, required by law. Tenant shall not utilize the Security Deposit as rent, or require Landlord to indemnify itself by resort to the Security Deposit with respect to any violation or default by Tenant. In the event that any part of the Security Deposit shall have been utilized by Landlord in accordance with the terms hereof or applicable law, Tenant shall upon demand immediately deposit with Landlord a sum equal to the amount so applied by Landlord so Landlord shall have the full Security Deposit on hand at all times during the Lease Term, including any extension, renewal or holdover term. In the event of the sale, transfer or assignment by Landlord of its interest in the Security Deposit to the transferee whereupon Landlord shall be released from all liability for the return of the Security Deposit and Tenant shall look solely to the new landlord for the return of the Security Deposit. In the event of any permitted assignment or sublease of this Lease by Tenant the Security Deposit shall be deemed to be held by Landlord as a deposit made by Tenant's assignee or sublessee and Landlord shall have no further liability to return such Security Deposit to the assignor or sublessor.

4. PERSONAL PROPERTY; LANDLORD'S LIABILITY.

- a) All personal property located or stored in the Premises shall be kept and stored at Tenant's sole risk and Tenant shall indemnify and hold harmless Landlord from and against any loss or damage to such property arising out of any cause whatsoever. Landlord shall not be liable except in the case of Landlord's direct negligence or willful misconduct, for any injury, damage or loss resulting from any accident or occurrence in or upon the Premises sustained by Tenant or any person claiming through Tenant.
- b) Landlord shall not be liable for any damages sustained by Tenant or anyone claiming through Tenant resulting from the action or inaction of the unit owners association, the managing agent or any of the agents or employees, whether negligent or otherwise, or for the failure of any of them to provide heat, electricity, water, sewer or other services. Landlord agrees to use its best efforts to obtain from the unit owners association on behalf of Tenant, upon request, all services to which Landlord is entitled as owner of the unit.

5. COMPLIANCE WITH CONDOMINIUM INSTRUMENTS. Tenant's right to use and occupy the Premises shall be subject and subordinate in all respects to the provisions of the Declaration of Condominium and By-Laws ("Condominium Instruments") and to such other rules and regulations as the Board of Managers of the unit owners association may from time to time promulgate ("Rules and Regulations"). Failure to comply with the provisions of the Condominium Instruments or the Rules and Regulations shall constitute a material breach of this Lease. This Lease grants Tenant a leasehold estate in the Premises for the Lease Term specified together with a license granting Tenant, for such Lease Term, Landlord's rights to use the common elements and common facilities of the Condominium (excluding without limitation membership rights in the unit owners association), provided that Tenant and Tenant's family, permittees, licensees, employees and agents exercise such license in accordance with the provisions of the Condominium Instruments and Rules and Regulations. Tenant shall indemnify and hold harmless Landlord from and against any damages, direct or indirect, incurred by Landlord as a result of the noncompliance by any of the aforesaid persons with the provisions of any of the Condominium Instruments, Rules and Regulations, or any other covenant of this Lease.

6. MAINTENANCE. Tenant shall keep the Premises neat, clean and sanitary, dispose of all rubbish, garbage and other organic or flammable waste in a clean, safe and sanitary manner. Tenant shall use and operate all electrical, gas, plumbing and heating fixtures and appliances in accordance with the operating instructions in a safe manner, shall provide all appropriate maintenance for such equipment and in the event the plumbing in the Premises is obstructed due to the negligence of Tenant or Tenant's family, permittees, licensees, employees or agents, shall pay the cost of clearing such obstruction immediately upon presentation of the bill to Tenant by Landlord. Tenant shall not permit any person to destroy, deface, damage, impair or remove any part of the Premises or the facilities and appurtenances thereto, and shall not himself do any such thing. Tenant shall, at his own expense, furnish and replace all light bulbs, fuses and faucet washers as needed. Tenant shall promptly report any defect, damage or breakage in the structure, equipment or fixtures to Landlord and, in the absence of Landlord, to the unit owners association. Tenant will be held responsible for any damage to the Premises caused by any negligence on the part of Tenant. Tenant shall be responsible for such items as caulking around tubs and in showers, stoppage of water closets and drains, etc. Tenant shall not refinish or shellac wood floors, if any, and shall keep any such floors waxed with paste wax. Tenant shall keep any carpeting on the Premises clean and in good condition. Any repairs made necessary due to the negligence by acts of commission or omission of Tenant, his family guests, employees, or pets shall be paid for by Tenant, but Tenant shall not order repairs on or about the Premises without prior approval from Landlord.

7. INSPECTION AND REPAIR. Landlord, its agents or employees and mechanics authorized by Landlord or the unit owners Association or Managing Agent, shall and may, from time to time, at all reasonable hours, without notice to Tenant, enter in and upon the Premises to render services and make adjustments in connection therewith, customary or necessary in the construction, remodeling, or in the maintenance of the Premises and for all other proper purposes. Upon two (2) hours prior notice to Tenant, Landlord shall have the right, during the Lease Term to show the Premises to prospective tenants

and to show the Premises to prospective purchasers; and during the last ten days of the Lease Term shall have free access to the Premises in order to make repairs or redecorate same for the incoming tenant or purchaser should Landlord deem this action necessary. Landlord shall retain a key to the premises.

8. **ALTERATIONS.** Tenant will not remodel or make any structural changes, alterations, additions or decorations to the Premises; will not paper, paint or decorate; nor install, attach, remove or exchange appliances or equipment, such as air conditioning, heating, refrigerating or cooking units, radio or television antennae; nor drive nails or other devices into the walls or woodwork (a reasonable number of picture hangers excepted), nor change the existing locks of the Premises, without the prior written permission of Landlord.
9. **REQUIRED ALTERATIONS.** If at any time during the Lease Term or any extension, renewal or holdover term, Landlord should be required by any governmental authority, the unit owners association or the managing agent to make repairs, alterations or additions to the Premises occasioned by the use which Tenant makes of the Premises, Tenant agrees to make such repairs, alterations or additions in a first-class manner at Tenant's cost and expense, and if Tenant shall fail to make such repairs, alterations or additions, Landlord shall have the right to terminate this Lease and to possession of the Premises by serving on Tenant not less than thirty (30) days written notice to vacate.
10. **USES.** The Premises will be used solely as a dwelling to be occupied by no more than the number of persons set forth above, including children, and for no other purpose. No person other than Tenant and the members of the immediate family of Tenant shall be permitted to occupy the Premises without the prior written consent of Landlord; provided, however, that occasional visits of guest not to exceed two weeks during any consecutive twelve-month period without prior written consent of Landlord, are permitted. Tenant will not use or allow the Premises to be used for any disorderly or unlawful purposes or in any manner offensive to others and Tenant will comply with all applicable laws and ordinances.
11. **UTILITIES.** Tenant shall pay all utility bills for services separately metered or billed to the Premises during the Lease Term, including any extension, renewal or holdover term, as the same become due and payable.
12. **PARKING-STORAGE.** Tenant shall have the right under this lease to use the parking space and storage space appurtenant to Landlord's unit, if any, in compliance with the provisions of the Condominium Instruments and Rules and Regulations of the Condominium so long as the Tenant is not then in default under this Lease. Should Landlord be required to pay additional assessments or fees relating to such parking space or storage space, Tenant shall reimburse Landlord for such fees with the monthly payment of rent.
13. **PETS.** Tenant shall not keep pets of any kind on the Premises.
14. **SUBLET.** Tenant shall not assign this Lease or sublet the Premises or any portion thereof, or transfer possession or occupancy thereof to any other person or persons without prior written consent of Landlord.
15. **DEFAULT.** Upon: (a) Violation by Tenant of any of the provisions and agreements herein contained; (b) failure of Tenant to pay the rent when due and payable; (c) if Landlord shall at any time deem the tenancy of Tenant undesirable by reason of objectionable or improper conduct on the part of Tenant, Tenant's family, permittees, licensees, employees, or agents, or causing annoyance to other occupants of the Condominium, which results in complaints to Landlord by the unit owners association, managing agent, other unit owners or any governmental authority; or (d) should Tenant occupy the Premises in violation of the Condominium Instruments or Rules and Regulations, then and in any of such events, at the option of Landlord this Lease shall forthwith cease and determine and shall operate as a notice to quit, any notice to quit as required by law, in each event being hereby expressly waived, and Landlord may thereupon proceed to recover possession of the Premises in accordance with the provisions of the law regulating proceedings in cases between Landlords and tenant, and when such possession is obtained Landlord may at the option of Landlord re-rent the Premises at the risk and cost of the defaulting Tenant, whose default in no instance shall relieve him of liability for the difference between the rent herein reserved and the rent actually received by Landlord during the term remaining after such default occurs.
16. **BANKRUPTCY.** In the event Tenant is adjudicated a bankrupt or makes an assignment for the benefit of creditors, this Lease, at the option of Landlord, shall forthwith cease and determine, and the Premises shall be surrendered to Landlord, who hereby reserves the right to forthwith re-enter and repossess the Premises.
17. **SURRENDER.** Tenant will, upon termination of this Lease, surrender the Premises and all fixtures and equipment of Landlord therein in good, clean and operating condition, in the same condition as when received, ordinary wear and tear accepted. Tenant shall at the time of vacating the Premises, clean the Premises, including without limitation the stove and refrigerator, and remove all trash from the Premises. If such cleaning and removal of trash is not accomplished by Tenant, action deemed necessary by Landlord to accomplish the same may be taken by Landlord at Tenant's expense. Upon vacating

the Premises Tenant shall deliver all keys thereto to Landlord within twenty-four (24) hours after vacating. Failure to comply will be cause to charge Tenant for changing locks.

18. **HOLDOVER.** If Tenant shall remain in possession of the Premises at the expiration of the Lease Term, Tenant shall become a tenant by the month at the daily rental of \$_____ per day to be paid as aforesaid, and Tenant shall be subject to all of the agreements and conditions herein contained. Either party shall give to the other at least thirty (30) days written notice of any intention to terminate this Lease during any extension, renewal or holdover term.
19. **DESTRUCTION.** If the Premises shall be damaged or destroyed by reason of fire or other casualty not resulting from the negligence of Tenant or Tenant's family, permittees, licensees, employees or agents, and as a result thereof shall be uninhabitable, the rent provided herein shall be suspended until the Premises shall have been restored to a habitable condition; provided, however, that Landlord may notify Tenant that Landlord does not intend to repair the Premises, in which event this Lease shall terminate and neither party shall have further liability to the other. If, however, such damage or destruction does not render the Premises uninhabitable, Landlord shall promptly undertake to repair the same, in which event this Lease shall remain in full force and effect without any abatement of rent. Landlord shall not be liable to Tenant for failure to repair caused by actions not within Landlord's control, such as actions of the unit owners association, managing agent or governmental or other authorities.
20. **CONDEMNATION.** In the event that the Premises or any part thereof (other than common elements, the taking of which does not prevent continued occupancy of the Premises) is taken by any authority exercising the power of eminent domain, this Lease shall terminate as of the date possession shall be taken by the condemner. Tenant waives all claims against Landlord or any condemning authority by reason of the complete or partial taking of the Premises, and shall not be entitled to receive any part of any award which Landlord may receive, hereby quit claiming all interest therein to Landlord.
21. **WAIVER.** No waiver by Landlord of one breach of any covenant of agreement herein contained shall be construed to be a waiver of the covenant or agreement itself, or of the subsequent breach thereof. Acceptance of the rent or acquiescence in a default shall not operate as a waiver of such default, even though such acquiescence continues for an extended period of time.
22. **ATTORNEY'S FEES.** If Landlord employs an attorney because of the violation of any covenant, agreement or provision of this Lease, Tenant shall pay such attorney's fees and incidental costs of collection.
23. **SUBORDINATION.** This Lease is and shall remain subject and subordinate to all mortgages or deeds of trust now or hereafter affecting the Premises or the building in which the Premises are located. Although the subordination provisions of this section shall be deemed automatic, Tenant shall within five days after demand execute any and all instruments requested by Landlord to evidence such subordination, and upon Tenant's failure to do so Tenant hereby irrevocably appoints Landlord as Tenant's attorney-in-fact to execute such instruments for and on behalf of Tenant.
24. **AGENCY.** If Landlord appoints an agent to manage the Premises and collect the rent due under this Lease, Landlord may authorize the agent to act for Landlord under the terms of this Lease and Tenant shall in all cases comply with the reasonable exercise by the agent of any and all of Landlord's rights under this Lease.
25. **NOTICE.** Any notice provided for or permitted by this Lease to be given by one party to the other may be given sufficiently for all purposes in writing, mailed as registered or certified United States mail, postage prepaid, addressed to the party to be notified at such party's address as set forth herein or the last address designated by such party in writing to the other, or delivered personally within the greater Chicagoland area to Landlord or Tenant as the case may be, and shall be deemed conclusively to have been given on the date of such mailing or personal delivery.
26. **MISCELLANEOUS.** The conditions and agreements contained herein to be performed by the respective parties, are binding on, and may be legally enforced by, the parties, their heirs, executors, administrators, successors, and assigns, respectively. The captions and headings herein are for convenience of reference only and in no way define or limit the scope or content of this Lease or in any way affect its provisions. Landlord and Tenant hereby expressly waive trial by jury in any action, proceeding or counterclaim brought by either of them against the other arising out of this Lease. This Lease embodies the final and entire agreement and understanding between the parties, supersedes all prior negotiations, agreements and understandings, and neither Landlord or Tenant nor their agents shall be bound by any terms, conditions, statements, warranties, or representations, oral or written not herein contained. Any provision of this Lease may be modified, waived or discharged only by an instrument in writing signed by the party against which enforcement of such modification, waiver or discharge is sought. Feminine or neuter pronouns shall be substituted for those of the masculine form and the plural shall be substituted for the singular number in any place herein which the context may require such substitution. Tenant shall acknowledge and recognize as Landlord any assignee or transferee of this Lease. The provisions

of this Lease are severable and the invalidity or unenforceability of any provision of this Lease shall not affect or impair any other provision.

27. COUNTERPARTS. This Lease may be executed in any number of counterparts, each of which shall be an original but all of which shall together constitute one and the same instrument.

28. ADDITIONAL TERMS.

- a) Landlord reserves the right to terminate this lease upon thirty (30) days advance written notice to Tenant.
- b) Should the mortgagee obtain possession of the premises through a mortgage foreclosure action, Landlord shall have the right to assign this lease to mortgagee, or terminate this lease as aforesaid.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be duly executed on the date first written above.

LANDLORD:

Name: _____

Address: _____

TENANT (s): LIST ALL RESIDENTS WITHIN THE UNIT

CURRENT ADDRESS: _____

NOTE: A copy of this lease should be submitted to Management along with all other documentation required in the Crime Free Leasing Resolution upon completion.
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SEE NEXT PAGE FOR CRIME FREE LEASE ADDENDUM
(Document must be completed before submission to Management)

CRIME FREE LEASE ADDENDUM

CRIME-FREE LEASE ADDENDUM. All applicants for residency at the Arbors of Buffalo Grove Condominium Association must comply with all of the stipulations set forth in this policy, in addition to the Declaration of Condominium Ownership, By-Laws and Rules and regulations of the Association. After fulfilling all of the disclosure requirements and once the Board of Directors has reviewed an acceptable consumer report/confidential background check, the applicant's residency shall be deemed to be acceptable and shall be notified in writing of same. In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner (or Owner's agent or representative) and Resident agree as follows:

- 1) Tenant, any member of Tenant's household, a guest or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage or in any way be involved in, any criminal activity, including drug related criminal activity, on or near the said premises.** Criminal activity shall include, but is not limited to, drug-related criminal activity. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Illinois Compiled Statutes).
- 2) Tenant, any member of Tenant's household, a guest or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage in any act intended to facilitate or that does facilitate criminal activity, including drug-related criminal activity, on or near the said property.**
- 3) Tenant, and every member of the household **shall not permit the dwelling unit to be used for criminal activity, or to facilitate criminal activity,** in the unit or on the common grounds, including drug-related criminal activity, regardless of whether the individual engaging in such activities is a member of the household, a guest, or invitee, and regardless if the Tenant is at home during any such offense.
- 4) Tenant, any member of Tenant's household, a guest or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage in the unlawful manufacturing, selling, using storing, keeping, or giving of a controlled substance at any location whether in, at, on, or near the property.**
- 5) Tenant, any member of Tenant's household, a guest or invitee in the unit or on the common grounds, or any other person in the unit or on the common grounds invited there in any way by Tenant or a member of Tenant's household, **shall not engage in any illegal activity, including prostitution,** as defined in the Illinois Compiled Statute, **threatening or intimidating** as prohibited in the Illinois Compiled Statute, **assault** as prohibited in the Illinois Compiled Statute **INCLUDING BUT NOT LIMITED TO the unlawful discharge of firearms** on or near the dwelling unit or common grounds, **or any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of the landlord, his agent or other tenant or involving imminent or actual serious damage** as defined in the Illinois Compiled Statute.
- 6) **VIOLATION OF ANY OF THE ABOVE PROVISIONS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF THE TENANCY.** A single violation of any of the provisions of this added addendum shall be deemed a serious violation and material non-compliance with the lease. It is understood and agreed that a **single violation** shall be good cause for **IMMEDIATE termination of the lease** under Illinois Compiled Statute. Unless otherwise provided by law, proof of violation shall not require a criminal conviction but shall be **BY A PREPONDERANCE OF EVIDENCE.** Tenant consents to venue in any justice court precinct within the county wherein the unit is located in the event Owner initiates legal action against the Tenant. Tenant hereby waives any objection to any venue chosen by owner. Furthermore, Tenant agrees that in any legal proceeding brought by owner against Tenant that Owner may, at Owner's sole discretion, allege that the rental value of Tenant's premises is less than the actual periodic rental payment Tenant is charged as set forth in this agreement so that action may be taken through the justice system.
- 7) Tenant agrees that service of process of any legal proceeding, including but not limited to a special detainer or forcible detainer action, or service of any notice to Tenant, shall be effective and sufficient of purposes of providing legal service and conferring personal jurisdiction upon any Illinois court as to any tenant, co-signer, occupant or guarantor, if waived upon any occupant or other person of suitable age and discretion who is present at the premises and residing therein, notwithstanding the fact that a Tenant, co-signer, occupant or guarantor may reside at a different location other than the property address described in the lease agreement. This agreement regarding service is in addition to, and not in lieu of any manner of service authorized under Illinois law or rule. By signing this lease the undersigned hereby waives any objection to service carried out under the terms of this agreement. This provision shall be effective for any extension, renewal or modification of the initial lease.
- 8) In case of conflict between the provisions of this addendum and any other provisions of the leases, the provisions of the addendum shall govern.

This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Tenant's Signature _____

DATE: _____

Landlord's Signature _____

DATE: _____

**OWNER CERTIFICATION OF COMPLIANCE WITH
CHAPTER 42, SECTION 42-38 OF THE COOK COUNTY CODE
(THE “JUST HOUSING AMENDMENT”)**

I, _____, an Owner at The Arbors of Buffalo Grove Condominium Association (the “Association”), hereby certify that I have complied with all provisions and requirements of Chapter 42 Human Relations, Section 42-38 of the Cook County Code (the “Just Housing Amendment”) in connection with the screening of tenants and leasing of my Unit at the Association.

I understand that the Association will rely on this certificate and, should it be determined to be false or misleading, action may be taken against me as authorized by the Declaration, By-Laws and Rules and Regulations for the Association including but not limited to, fines and/or other appropriate remedies. I further agree to indemnify and hold harmless the Association, its officers, directors, agents, and property managers from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from any violations of the Just Housing Amendment.

Dated: _____

Signature: _____

Printed Name: _____

Unit Address: _____ Oak Creek Drive, # _____

DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORT

I understand that a consumer report, which may contain information regarding my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, criminal history or mode of living, may be requested and used in whole or in part for the purpose of serving as a factor in regard to my eligibility for tenancy.

I also acknowledge receipt of a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act." By my signature below, I hereby authorize a consumer report to be obtained.

PLEASE PRINT

(1) Applicant: _____
Maiden Name: _____
Street Address: _____
City, State, Zip: _____
Previous Street Address: _____
City, State, Zip: _____
Date of Birth: _____ Social Security No.: _____
Driver's License or State ID Number: _____

(2) Applicant: _____
Maiden Name: _____
Street Address: _____
City, State, Zip: _____
Previous Street Address: _____
City, State, Zip: _____
Date of Birth: _____ Social Security No.: _____
Driver's License or State ID Number: _____

The above information is needed to increase the accuracy of data obtained and to reduce the possibility of being confused with another individual with the same name.

(1) Applicant's Signature: _____ Date: _____

(2) Applicant's Signature: _____ Date: _____

NEW TENANT REGISTRATION FORM

Owner and Resident Contact Information

Address Being Leased:	_____ Oak Creek Drive, Unit _____ Buffalo Grove, Illinois 60089	For Office Use	Return Deposit: <input type="checkbox"/> Mailbox/Intercom: <input type="checkbox"/> Parking Sticker: <input type="checkbox"/>
Landlord Name:	_____	Tenant Name(s):	_____
Landlord Address:	_____		_____
	_____		_____
Landlord Phone:	_____	Tenant Phone(s):	_____
	_____		_____
Landlord Email:	_____	Tenant Email(s):	_____
	_____		_____

Do you want to sign up for the website? ☐ Yes ☐ No

All contact information provided will be used to contact owner/tenant in an emergency.

Intercom & Mailbox Tag Registration (Expect Same Day Turnaround on Intercom and 20 Day Turnaround on Tags)

Mailbox Tag Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

A maximum of 20 characters allowed on the tag. Abbreviate longer names if necessary

Intercom Phone #: (

)

 -

Intercom Phone #: (

)

 -

The Intercom Phone must be completed for your intercom to be setup by Maintenance

Parking Registration (Expect 30 Day Turnaround Time on Receipt of New Parking Passes)

Tenant Vehicle A	Office Use Only ►	Parking Sticker #:	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>							
Vehicle Make & Model:		Vehicle Year:	_____							
License Plate:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								Vehicle Color:	_____

Tenant Vehicle B	Office Use Only ►	Parking Sticker #:	<table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>							
Vehicle Make & Model:		Vehicle Year:	_____							
License Plate:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								Vehicle Color:	_____

Move-In Registration (Expect 45 Day Turnaround on Return of Original Check)

Date of Move-In: _____ / _____ / _____

Have you provided your \$300.00 Move In Deposit? ☐ Yes ☐ No

Where should we send your Move-In Deposit? ▼ or ► Offsite Address: _____

☐ Please send my deposit to the Unit Address above.

☐ This deposit is ALSO for a Move-Out on _____ / _____ / _____

FAX TO: (847) 594-0650 EMAIL TO: jschaefer@fosterpremier.com

DEPOSIT SHOULD BE MADE IN PERSONAL CHECK FORM BY THE LANDLORD AND NOT THE TENANT

[NEW TENANT CHECK-IN SHEET]

1. **MAILBOX TAGS.** All mailbox tags are ordered once we have approved your lease application, submitted by your landlord. You must have completed the New Tenant Registration Form for this to occur. It takes roughly 20 days from the submission of this document to get a new tag for the mailbox as we order them custom made. In the interim, you are welcome to place a piece of paper in the mailbox area that shows your current last names for the post office to be able to find you.
2. **POOL PASSES.** Arbors uses the following website to sign up for pool passes. You are required to upload a picture and provide information for each user of the pool. Pool rules are posted on our website and also near the lifeguard station. Do not contact Management regarding a pool pass, rather you should apply for one via the website provided: <https://swimmingpoolpasses.net/arbors-of-buffalo-grove/arbors-application/>
3. **PARKING STICKERS.** Arbors issues parking stickers within 30 to 45 days from the date of move in. You will not be towed if you do not have a sticker. Parking rules are available on our website or through your landlord.
4. **SECURITY DEPOSITS.** Management does not keep security deposits for rented units.
5. **MOVE IN/MOVE OUT DEPOSITS.** All Move In or Move Out deposits are returned to location indicated on the New Tenant Registration Form or the address on the check. Additionally, there is a form attached to this packet that you may use separately to ensure that the check is returned to the correct place. If the check is returned to the Management Office as undeliverable, it will be destroyed.
6. **GUEST PARKING.** The Arbors does not have guest parking stickers nor guest parking spots. Guests are welcome to use whatever parking spots are available within the complex.
7. **BBQ PICNIC AREAS.** All residents are welcome to use the gas grills located in the BBQ Picnic Areas. There is not a waiting list or reservation list for use of these areas. They are considered first come, first serve.
8. **CLUBHOUSE RENTALS.** The Clubhouse is available for rental by owners, landlords and tenants. It requires a \$300.00 deposit, \$100.00 rental fee, and completed form. Please ask Management via email for availability and a copy of the form.
9. **NEW TENANT FEE (\$50.00).** The new tenant fee is due at the same time as this packet, the criminal background check, the move in deposit, and any other required information.
10. **WEBSITE ACCESS.** Only owners and landlords are allowed access to our website. There are public documents available at this location. www.arborsofbuffalogrove.com
11. **PETS.** No pets are allowed. If you are found to have a pet you may be fined and/or your lease terminated by the Association.

Welcome to the Arbors!

MANAGEMENT

[LANDLORD CHECKLIST]

ATTACHMENTS TO THIS DOCUMENT. The following items should be attached to this document to ensure your rental application is processed quickly. No tenants may move in before you have received approval from Management regarding this rental application.

1. Criminal Background Check (<https://www.tenantbackgroundsearch.com/>)
2. Signed Certification of Compliance with the Just Housing Amendment.
3. Move In Deposit (for the New Tenant) (\$300.00)
4. Move Out Deposit (for the Outgoing Tenant, if applicable) (\$300.00)
 - a. May be same check as the Move In Deposit
5. New Tenant Fee (\$50.00)
6. All sections completed in their entirety.

TRANSMISSION TO MANAGEMENT. You must either mail, fax, email, or hand deliver your lease agreement with all sections completed to Foster Premier before we can approve your rental application. Do not send your documents separately as we are not required to keep track of which documents you have or have not provided.

COORDINATION WITH MAINTENANCE TEAM. At times, the Association may need access to your unit or may need to advise you of a potential problem. We recommend providing Management your email address so that contact can be made quickly for your records. If we need to discuss certain aspects of your unit's condition or repairs that may need to be made, we will not be able to discuss that with your tenant unless we have written permission from the landlord.

SELLING YOUR UNIT. You may not sell your unit with your tenants still in the unit to an investor purchaser. You must terminate your lease with your current tenants before selling your unit. New homeowners must wait a period of two (2) years before they are allowed to rent their unit.

VACANCIES. It is important to inform Management when your unit is vacant, especially after a lease terminates or is not extended. This information is to confirm occupancy for use in FHA and other important measures that improve property value.

CO-SIGNERS. A lease must name all residents of eighteen (18) years of age or older planning to live in the unit. A non-resident co-signer is also allowed per the rules, but they must be identified as a non-resident co-signer to Management and their name cannot go on the mailbox.

MAILBOX TAGS. Only residents of the Arbors may have their names tagged on the mailboxes. You cannot use your apportioned mailbox for business mail or non-resident communication.

BACKGROUND CHECKS. Any tenant that is eighteen (18) years or older must have a background search performed on them to comply with the Crime Free Leasing Addendum.

LEASE EXTENSIONS. If, after the term of the lease expires, the tenant and the landlord agree to extend the lease, they may complete the final page of this packet only and submit this back to Management for processing. This is required for any extension of the leasing agreement.

VILLAGE OF BUFFALO GROVE. All owners leasing a unit are reminded to be in compliance with the Village of Buffalo Grove Residential Rental Housing Program. You are not required to provide your license when renting at the Arbors Condominiums.

https://www.vbg.org/business_services/licenses_and_registration/residential_rental

LEASE EXTENSION AGREEMENT

THIS LEASE EXTENSION AGREEMENT was created on _____, 20__ between
(today's date)

(landlord) (hereinafter the LESSOR), and _____
(tenant)
(hereinafter the LESSEE), for the property Located at ___ Oak Creek Drive, #_____ in Buffalo Grove,
Illinois 60089. The agreement certifies that the parties agree to extend the lease agreement for an
additional time period of _____ starting on _____, 20__ and ending on
(months, years, etc.) (month) (day)
_____, 20__
(month) (day)

This lease will be extended at a rate of \$_____ per _____.
(rental amount) (month, year, etc.)

ADDITIONAL PROVISIONS:
Lessor Initials _____ Lessee Initials _____

This document binds the Lessor and the Lessee to the terms and conditions of the original lease. This lease extension agreement, along with the attached original lease, is the entire agreement between both parties.

Lessor

Printed Name: _____

Signature: _____

Date: _____

Lessee

Printed Name: _____

Signature: _____

Date: _____

ONLY VALID FOR EXTENDING CURRENT/APPROVED LEASES

[LANDLORDS MAY SUBMIT JUST THIS PAGE TO MANAGEMENT TO EXTEND THE LEASE]



Move In/Out Deposit Form

Please provide this form completed along with your **Move In/Out Deposit Check** in order for the deposit to be returned within thirty business (30) days.

BUYER/SELLER INFORMATION

CHOOSE ONE:
(REQUIRED)

This check is for

☐ Move Out Deposit

☐ Move In Deposit

AFTER CLOSING:
(REQUIRED)

☐ Destroy Check

☐ Return Check to Address Below

RETURN CHECKS

I would like to have my check returned to the following address once the area has been checked for damages to the common area elements by the Maintenance Department and verified with Management:

FIRST NAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

LAST NAME:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

ADDRESS:

CITY, STATE, ZIP

IMPORTANT PLEASE READ

- The Move In/Move Out Deposit amount is set at \$300.00.
- If you provided a personal check to Management before the closing, you will receive the same check back once the closing is complete within the same thirty (30) day time period.
- If your title company or realtor paid the \$300.00 deposit at closing, that deposit was applied to a special account and linked with your address at Arbors Condominiums. A check will then be cut and sent back to the address provided above.
- Failure to provide a return address for Move Out Deposits will result in the deposit being held until such a time as the moving homeowner contacts Management and requests the deposit returned in writing, email, or fax.
- The option to "Destroy Check" is only available for deposits made via personal check as the check itself is not cashed but rather held by Management until the closing inspection is completed.
- A copy of your payment or check should be attached to this form and returned to Management.
- Contact the Community Manager, Jordan Schaefer, for further information after closing. Do not contact the Closing Department at Foster Premier. Please send all correspondence in writing.

INTERCOM INSTRUCTIONS



All instructions are printed on the inside panel of the intercom.

If the desired last name is in the first half of the alphabet, it is easier to press the number “3” key until the desired name shows on the screen. The visitor would then press the “#” key to call the resident. When the resident answers the phone, they can press the “9” key to disconnect the call and let the visitor in.

If the desired name is in the last half of the alphabet, it is easier to press the “6” key to scroll backwards to the desired name. The visitor then presses the “#” key to call the resident. When the resident answers the phone, they can press the “9” key to disconnect the call and let their visitor in.

If a resident does not want to let the visitor in, they would do nothing. Simply hang up the phone.

If you have any questions, please contact **Rob Daidone** at **(847) 808-0206** for further assistance.

Thank you!
Foster Premier Inc.



LAUNDRY ROOM RULES

Laundry Room Operating Hours: 8 AM to 10 PM

1. Do not leave clothing sitting in a washer or dryer.
2. If someone else's clothing is sitting in a machine for more than five (5) minutes, move them with care to the folding table.
3. Clean out the lint screen after using the dryer and dispose of lint in the trash.
4. Do not attempt to "reserve" a machine.
5. Do not put too much detergent, bleach, or fabric softener in the machine.
6. When washing sneakers or mats, please use color safe bleach to prevent the spread of germs to future loads done in the machine.
7. Remove shoe laces from sneakers and place the sneakers and laces in a pillow case before washing or drying to prevent loud banging sounds.
8. Be mindful of any contagious diseases carried by the owners of the clothing or bedding you are washing. If a member of your household is sick, you should be using color safe bleach to kill infectious germs. The hot water cycle and dryer are not enough to prevent spreading an illness.
9. Respect the laundry room and your fellow launderers.

Problems? Please Call ...



1001 DuPage Avenue
Lombard, IL 60148
Tel: 773-283-5300
Toll-Free: 800-545-1177

Use the Toll-Free line to report a service problem and provide the machine #

<http://www.jetzservice.com> or get the app for Android or iPhone