

2500 Lakeview Association

2500 N. Lakeview
Chicago, Illinois
Phone: (773)525-2500 Fax: (773)525-2573

PROCEDURES FOR OBTAINING WAIVER OF RIGHT OF FIRST REFUSAL TO BE COMPLETED BY THE UNIT OWNER From the Board of Directors Of the 2500 Lakeview Association

For the Sale or Lease of Unit _____

The Board of Directors of the 2500 Lakeview Condominium Association will require one or more complete sets of the following material delivered to the 2500 Lakeview management office at least 30 days prior to the scheduled closing date. (please check with the building manager to see how many sets will be needed.

Documents and Material Required:

1. A full size, legible copy of the Real Estate Sales Contract or Lease.
2. If a lease is submitted, the Application of Waiver of Right of First Refusal to lease must be completed.
3. A completed Confidential Reference Record from the Purchaser or Lessee.
4. A credit report, including a litigation examination, ordered from Thomas Reports (312)427-7582.
5. The name of the Mortgager, closing date, and possession date.
6. A signed Construction Letter.
7. A signed pet registration form (even if do not have pets)
8. One check for a Transfer Fee of \$200.00 made payable to 2500 Lakeview Association (paid by the existing Unit Owner on all sales and leases).
9. One check for a Move-In Fee of \$200.00 made payable to 2500 Lakeview Association (paid by new Purchaser/Lessee on all sales and leases) plus a check of \$100 for a refundable elevator deposit.
10. One check for a Move-Out Fee of \$200.00 made payable to 2500 Lakeview Association (paid by the old owner or renter moving out).