

2500 Lakeview Association  
2500 N. Lakeview  
Chicago, Illinois  
Phone: (773)525-2500 Fax: (773)525-2573 E-Mail: ppaolillo@2500lakeview.com

**PROCEDURES FOR OBTAINING WAIVER OF RIGHT OF  
FIRST REFUSAL AND PAID ASSESSEMENT LETTER FOR SALE OR LEASING A  
UNIT**

PLEASE NOTE: The Board of Directors must vote to waive the Right of First Refusal at a Board meeting. Meetings typically take place on the fourth Tuesday of the month. The date is subject to change. Check with the Management Office for Board Meeting dates. All required information must be included in the Sales/Lease Packet in order for the board to consider the waiver.

**For the Sale or Lease of Unit \_\_\_\_\_**

The Board of Directors of the 2500 Lakeview Condominium Association requires seven (7) complete sets of the following material delivered to the 2500 Lakeview management office at least 30 days prior to the scheduled closing date.

**Documents and Material Required:**

1. Notice of Intention Sell or Lease Unit.
2. A full size, legible copy of the Real Estate Sales Contract or Lease.
3. If a lease is submitted, the Application of Waiver of Right of First Refusal to lease must be completed.
4. A completed Confidential Reference Record from the Purchaser or Lessee.
5. A credit report, including character reference, ordered from a recognized credit bureau such as Experien, Equifax, TransUnion. Call 866-640-2273 to order report from all three bureaus.
6. The name of the Mortgager, closing date, and possession date.
7. Signed Construction Letter by Perspective Owner (attached)
8. Signed pet registration form by Perspective Owner/Renter(even if do not have pets) (attached)
9. Signed Waiver for Building Facilities by Perspective Owner/Renter (attached)
10. Signed Acknowledgement Letter by Perspective Owner/Renter (attached)
11. 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).
12. One check for a Move-In Fee of \$200.00 made payable to 2500 Lakeview Association plus \$100 elevator deposit (paid by new Purchaser/Lessee on all sales and leases).
13. One check for a Move-Out Fee of \$200.00 made payable to 2500 Lakeview Association plus \$100 elevator deposit (paid by the old owner or renter moving out).
14. Certificate of Insurance move out/in companies at least 5 days prior to the move. Contact the Management Office for the insurance certificate requirements. (REQUIRED TO SECURE FRIGHT ELEVATOR TIME)

**2500 Lakeview Association**  
**Fax: 773-525-25073**  
**E-Mail: ppaolillo@2500lakeview.com**

**NOTICE OF INTENTION OF SALE OR LEASE UNIT**

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

Date: \_\_\_\_\_

Unit Owner of Record : \_\_\_\_\_  
Print Name

I am in the process of selling/renting my unit. The 2500 Lakeview Association Management is authorized to give out the unit key to the person(s) listed, herein. Furthermore, by this form, I authorize the Association to provide information, take directions and answer questions related to the Association and/or my Unit per the request of the following persons who are acting on my behalf.

Realtor Company Name \_\_\_\_\_

Agent Name \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Please return this form as soon as possible to Palma Paolillo at the fax or email address above. Management will only respond to requests and inquiry made by the persons named above on this form.

If available please write in the name of the prospective owner/renter: \_\_\_\_\_

\_\_\_\_\_  
Signature of Unit Owner

Contact Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

# 2500 Lakerview Association

## Request for Waiver of Right of First Refusal for Leasing Unit

**TO BE COMPLETED BY UNIT OWNER, I.E. PROPOSED LANDLORD. This form must be submitted with paperwork required for leasing the units. All forms must be signed by the unit owner and renter as applicable. The request will not be considered without all required paperwork submitted to the Management Office.**

I/we hereby give notice to the Board of Directors of the proposed leasing our Unit # \_\_\_\_\_, to the tenants named below, on the terms and conditions set forth below, and request the Board to waive its right of first refusal to lease.

We are familiar with and understand the provisions of Article XXI of the Declaration, governing the leasing of units by a Unit Owner, and in connection therewith, we hereby affirm:

1. We are, on the date of this application, the present Unit Owners of the above unit.

2. The term of the proposed lease shall commence on \_\_\_\_\_ and terminate on \_\_\_\_\_. We understand that this application must be submitted to the Board not less than thirty (30) days prior to said commencement date.

3. Tenants name(s) \_\_\_\_\_

4. We, as Unit Owners, are not relieved from any obligation with respect to the unit, and shall continue to obey and be bound by the terms of the Declaration. We understand that we may be held responsible for a breach by our tenants of the Condominium Rules and Regulations.

5. The lease contains all those specific provisions required by Article XXI of the Declaration. A copy of the proposed lease is attached.

6. Our reasons for leasing the unit are as follows: \_\_\_\_\_

7. During the term of the lease, we shall reside at: \_\_\_\_\_

Telephone # \_\_\_\_\_.

E-mail: \_\_\_\_\_

We shall notify the Board of any changes of address, so that the Board may always have current information to reach us, in case of an emergency.

We understand that the Board will rely on our statements herein to coordinate its waiver.

Signatures: \_\_\_\_\_

Unit Owner(s) Name: \_\_\_\_\_ Date: \_\_\_\_\_

**2500 Lakeview Association**  
**CONFIDENTIAL REFERENCE RECORD**  
**TO BE COMPLETED WITH OFFER TO PURCHASE OR LEASE**

Regarding Unit # \_\_\_\_\_

Information will remain confidential. However, it should be recognized that an application for ownership or lease will not be acted upon until such time as full and complete information and personal history and financial ability is in the hands of the Association. A complete record will facilitate fast action. If you care to submit additional details in an accompanying letter, they will be welcomed.

NAME \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

PRESENT HOME ADDRESS: \_\_\_\_\_

HOW LONG: \_\_\_\_\_ RENTED: \_\_\_\_\_ OWNED: \_\_\_\_\_

PRESENT LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PREVIOUS LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

TYPE OF BUSINESS: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_

OWNERSHIP INTEREST IN BUSINESS?: \_\_\_\_\_ WHAT PART: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

ADDRESS & PHONE #: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ HOW LONG: \_\_\_\_\_

ADDRESS & PHONE #: \_\_\_\_\_

CURRENT ANNUAL INCOME: SALARY \$ \_\_\_\_\_ COMMISSIONS \$ \_\_\_\_\_

EARNINGS \$ \_\_\_\_\_ ADDITIONAL INCOME \$ \_\_\_\_\_

NAME AND RELATIONSHIP OF ALL OTHERS PERSONS TO OCCUPY UNIT REGULARLY:  
FULL NAME RELATIONSHIP AGE OF CHILDREN SCHOOL ATTENDING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONFIDENTIAL REFERENCE RECORD  
TO BE COMPLETED WITH OFFER TO PURCHASE OR LEASE**

DOGS, CATS OR OTHER ANIMALS: \_\_\_\_\_

CHARGE ACCOUNTS: \_\_\_\_\_

BANK ACCOUNTS (INDICATE CHECKING OR SAVINGS):

BANK: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

BANK: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

BANK: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

INVESTMENT ACCOUNTS: \_\_\_\_\_

REAL ESTATE OWNED: \_\_\_\_\_

NAMES OF OTHER OWNERS OR TENANTS IN PERSPECTIVE BUILDING WITH  
WHOM I AM ACQUAINTED: \_\_\_\_\_

BUSINESS REFERENCES

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

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

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

SOCIAL REFERENCES

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

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

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

We are familiar with the contents of the Declaration, By-Laws and Rules and Regulations of the 2500 Lakeview Association and abide by all of the terms thereof. We understand that the Board will rely on our statements herein in considering its Waiver.

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

PRINT  
NAME \_\_\_\_\_ SIGNED: \_\_\_\_\_

PRINT NAME \_\_\_\_\_ SIGNED: \_\_\_\_\_

Purchaser or Lessee

2500 Lakeview Association

OWNER/RESIDENT EMERGENCY INFORMATION

Name( owner): \_\_\_\_\_ Unit #: \_\_\_\_\_

Name(owner): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address for Notices( if different from building address) \_\_\_\_\_

E-Mail Address(s) \_\_\_\_\_ (2) \_\_\_\_\_

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

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

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

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

The persons named above may have access to my unit in the event of an emergency. \_\_\_\_\_yes; \_\_\_\_\_no  
\*\*\*\*\*

**TENANT INFORMATION**

*If your unit is occupied by a tenant or person(s) other than yourself, please have the tenant complete the information below and the rest of the information form and return it to the Management Office.*

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: (1) \_\_\_\_\_ (2) \_\_\_\_\_ Other Phone: \_\_\_\_\_

*The following person(s) would know where to contact the tenant or could be called in case of need or emergency:*

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

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

Relationship: \_\_\_\_\_ Relationship: \_\_\_\_\_

The persons named above may have access to my unit in the event of an emergency: \_\_\_\_\_yes; \_\_\_\_\_no  
\*\*\*\*\*

Identify any dogs or Cats: Name: \_\_\_\_\_ Dog or cat \_\_\_\_\_ Kind \_\_\_\_\_ Color \_\_\_\_\_

**DO YOU OR ANOTHER OCCUPANT OF THE UNIT WISH TO BE ON A LIST OF RESIDENTS WHO NEED HELP FROM FIRST RESPONDERS IN THE EVENT OF A BUILDING EVACUATION?**

(YES) \_\_\_\_\_ : NAME: \_\_\_\_\_

PLEASE LIST DISABILITY: \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Renter/Occupant \_\_\_\_\_ Date: \_\_\_\_\_

**WAIVER OF LIABILITY**

**The following waiver of liability applies to any individual using or intending to use the exercise room, equipment, swimming pool and/or other building facilities at 2500 North Lakeview, Chicago, Illinois.**

**If you use or intend to use the exercise room equipment, swimming pool and/or other building facilities you have agreed, without exception, as follows:**

**I (we) agree, with regard to use of the exercise room, equipment and/or facilities, that I (we) do so at my (our) own risk. The 2500 Lakeview Association shall not be liable for any damages arising from personal injuries sustained by me, other occupants of my unit or visitors and guests in, on or about the premises. I assume full responsibility for any injuries or damages which may occur in, on or about the premises and do hereby fully and forever release and discharge the 2500 Lakeview Association, its Board of Directors, its managing agent, their owners, employees and agents, from any and all claims, demands, rights of action, or causes of action, in law or equity, present or future, whether known or unknown, anticipated or unanticipated, resulting from or arising out of my, and other occupants of my unit, use or intended use of the exercise room, equipment and/or facilities.**

**THIS RELEASE MUST BE SIGNED BY THE OCCUPANTS OF THE UNIT.**

**Signed (owner/renter) \_\_\_\_\_ Date: \_\_\_\_\_**

**Signed (co-owner/co/renter)**

**Unit: \_\_\_\_\_**

## PET RULES

The 2500 Lakeview Association requires all pets to be registered with the Building Management office. Any pet not registered with the Building Management office will be subject to the remedies provided for in the Declaration and the Pet Rules. Thank you in advance for your cooperation. Pets are subject to Association Rules. The registration form must be provided to the Association in advance of the resident moving into the building. If the information does not comply with the building rules, the pet will not be allowed to reside in the building.

**All new occupants must sign off on this form even if they do not have a pet. Please check here and sign at the bottom of the page. No pet \_\_\_\_\_**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Resident's Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_  
(print)

Type of Pet (Dog or Cat): \_\_\_\_\_ Age: \_\_\_\_\_

Breed: \_\_\_\_\_ Sex: \_\_\_\_\_

Pet's Name: \_\_\_\_\_ Weight: \_\_\_\_\_

**A letter from certified veterinarian verifying the weight of the animal must be attached with this registration form. The letter must state the name of the owner, the name of the pet and date. We will accept a record or receipt of visit to veterinarian within the current past nine (9) months. The record must indicate the animal's weight , pet owner's name and pet's name and breed.**

I acknowledge that I have received, read and understand all applicable Pet Rules.

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Per the Rules: The allowable maximum weight of any dog is 50lbs.  
The allowable number of pets per unit is two animals of any combination of dogs and cats. See the Rules and Regulations for the entire section on pet rules.

PLEASE ATTACH A PHOTOGRAPH OF YOUR PET TO THIS FORM.



**2500 Lakeview Association**

**Remodeling and Construction Required Paperwork**

<b>PAPERWORK TO BE PROVIDED TO MANAGEMENT TO OBTAIN APPROVAL OF WORK.</b>	Check off by Management
Construction Acknowledgment Letter Signed by Owner	
Letter from Owner with brief explanation of planned work	
Remodeling Plans and/or Scope of Work from Contractor	
Contractor(s) Proper Certificate of Insurance	
Copy of Proper Contractor Licenses	
<b>TO BE COMPLETED BY MANAGEMENT</b>	
Plans conform to Building Rules	

**The owner of the unit must provide six (6) copies of all paperwork to the Management Office, including this cover sheet. Each copy must be assembled, collated and stapled. If board approval is required for the planned work, the approval is only done at an open board meeting. Board meetings typically take place on the fourth Tuesday of the month. Check with the building manager to confirm the date of the next board meeting.**

**Paper work for board approval must be provided at least two weeks prior to the board meeting. Check with Management for the date.**

**Unit  
Owner:** \_\_\_\_\_

**Unit  
Date:** \_\_\_\_\_

## **2500 Lakeview Association**

### **Requirements & Guidelines for Unit Construction, Remodeling, Redecorating Projects**

#### **For Owners and Contractors (Revised March 22, 2016)**

The condominium documents provide that any alterations, carpentry work, plumbing, structural, air conditioning installations, must be approved by the Board of Directors of the Association, prior to the commencement of the work. The approval is to be obtained in writing, through the Building Manager, who will present any such request to the Board of Directors.

1. **Owners Responsibility:** Owners are responsible to procure building permits if required. Owners are responsible to ensure that contractors adhere to applicable City of Chicago codes and the Requirements and Guidelines within this document. The association takes no responsibility for enforcing permit requirements or compliance with local codes and ordinances for work performed in units. Owners are responsible to correct any non-compliant conditions in the unit.
2. **Remodeling Days and Time:** Monday-Friday, 8:30 am. to 4:30 pm. No work may take place on weekends or holidays.
3. **Unit Inspections:** The building engineer must inspect plumbing and electrical work before the walls are closed. The inspection is to ensure that the work complies with building rules and procedures. The association is not responsible for the quality of work or whether work complies with City of Chicago codes. The owner is responsible to arrange the inspection with the building management office. Management reserves the right to perform spot checks in unoccupied units under construction, while the contractors are in the unit. Owners must inform their contractors that, if opening walls or replacing kitchen or bath cabinets, they must call the building engineer when the walls are open so he may inspect the interior wall pipes.
4. **Contractor Requirements:** No contractor for carpentry, electrical, plumbing, air conditioning or other trade is to be employed to do work in the building unless they are licensed with the City of Chicago and have proper liability insurance per the requirements of the building. Certificates of insurance must indicate proper insurance coverage, i.e. workers compensation, general liability with a minimum of \$1,000,000 for each occurrence; and naming the 2500 Lakeview Association, the Board of Directors and Management and FirstService Residential, as additional insured and certificate holder. Contractors must provide copies of his or her Chicago trade license and certificate of insurance in order to obtain approval of the project. Work may not begin until Board approval is provided in writing. Contractors must abide by the building rules. Remember smoking is not permitted in any common areas inside or outside of the building.
5. **Changing Plans or Contractors:** Any changes to the construction plans or licensed contractors, as submitted to and approved by the board or management must be presented to management before changes are affected. Some construction changes may require board approval.
6. **Structural Changes:** If the contemplated work involves major structural or mechanical changes, the Association may require drawings, prepared and stamped by an Illinois licensed architect or engineer. The cost will be at the owner's expense.
7. **Enclosing Common Areas:** The owner of a unit must obtain written board approval if he or she wishes to enclose a portion of common or limited common area into the unit (i.e. corridor space serving only the unit, space between unit walls and corridors walls and/or above the unit ceiling). Contact the Management Office for further details. All fees related to obtaining this permission is the sole responsibility of the owner of the unit.
8. **Remodeling Bathrooms and Kitchens.** All remodeling work for bathrooms and kitchens, including changing plumbing fixtures or changing supply line shut off valves (stops) must include installing new copper branch lines for both hot and cold water pipes. The branch lines must be replaced up to and connected to the

isolation valves from the risers. Shut off valves (quarter turn stops) for the water supply must also be installed under sinks and toilets and washing machines. No changes to the risers or shut off valves may be done other than attaching branch lines to the shut off valves. Owners are responsible for any damages caused to the building risers. If the contractor finds that something is not correct with the risers, he or she should contact the building manager immediately.

Materials and labor to replace and install branch lines is at the owner's expense. Tubing for refrigerator ice makers must be copper. If replacing kitchen or bathroom cabinets, access panels must be installed to access the riser before cabinets are installed.

9. Shutting off Water for Kitchen and Bath Remodeling: A tier shut down is not needed to turn the water supply off to the bathrooms or kitchens. There is an isolation valve at the each hot and cold water riser that feeds every unit. The owner's contractor is responsible to access the riser isolation valves and turn the water off and on for remodeling projects including replacing stop valves for fixtures. If the isolation valves from the risers cannot be reached from within the unit, the wall outside the unit in the corridor must be cut open. The unit owner is responsible for cost for opening and replacing the drywall up to and including the finish coat of paint and any other damages in the corridor. The wall must be replaced by a professional painter and according to the building standards. Management must be notified at least three days prior to any water shut off in the unit, whether or not the shut off valves will be accessed from the corridor or from within the unit. Corridor walls may not be cut open until Management is notified and gives approval.

**Only Chicago licensed plumbers may replace branch lines or replace fixture stops under sinks and toilets or perform any work on branch lines. No plumber or worker may perform work on hot or cold water risers.**

10. Electrical/Plumbing Work: All electrical and plumbing repairs or replacements must be done by a Chicago licensed tradesperson with proper liability insurance as noted in the last page of this document.
11. Prohibited Materials: Plastic or vinyl pipes or tubing may not be used for any plumbing connections or drains. Copper pipe must be used. Wooden studs may not be used to frame any walls. Metal studs must be used.
12. Routing Concrete: Jack-hammering is prohibited. Digging or cutting into the concrete floor or ceiling deeper than 1/4" is prohibited. Using existing junction boxes or openings is acceptable.
13. Debris Disposal: You or your contractor must provide a dumpster or other means to dispose of work debris. The owner is responsible for costs. You may not use the building dumpster. No construction debris of any kind may ever be disposed in the building garbage chute or left in the chute room. All debris is cleaned up daily. Corridor walls, elevator doors, carpets and the exterior side of unit door of the unit in construction must be cleaned as soon as marks or dirt from construction happens and not left at the end of the work day.
14. Transporting Materials, Tools, Debris: Contractors may only use the freight elevator to carry tools and materials to and from the unit. Using the passenger elevator will result in fines. If the freight elevator does not arrive to the floor, call the doorman at 773-525-2500 and ask to have the elevator sent to you. The doorman will accommodate the request as soon as possible. Reserve the elevator if bringing in equipment or removing debris.
15. Notices: A start and finish date should be submitted to the management office. Notices alerting residents of the project and anticipated noise must be distributed to all residents on the floor and to residents of the same tier, five floors above and below the unit. Notices should be distributed to doors at least two weeks prior to the startup of the work. The notice should include the

anticipated completion date. When contractors are using products that produces fumes or smells, notices must be sent to these same units alerting residents of the procedure. This notice should be distributed at least five days prior to the refinishing work. Management must receive copies of the notices at the same time.

16. Flooring Installation: The rules regarding underlayment for flooring should be followed. The industry standard for noise should be followed to achieve 58-60 iic and must be stated in your contractor's proposal. Flooring may not be nailed or screwed directly into the concrete. Cork underlayment with  $\frac{3}{4}$  inch plywood under flooring must be used for wood or other hard surface flooring. Kitchen & bathroom tile floors do not require underlayment, however, the addition of cork liner is recommended.
17. Removing Unit Walls Within: Detailed drawings must be presented if the remodeling plans included removing or relocating existing walls. Duct work cannot be relocated or cut into. Floor drains cannot be relocated.
18. Phone Lines: The association's phone wire consultant must be contacted to advise on relocating any wall containing phone wiring to ensure the anticipated work will not disturb the wires. The owner or contractor must make the arrangements for the appointment. It is recommended that the association's phone consultant is hired to move phone wiring if it is needed. If it is determined that phone service to other units will be interrupted, the residents affected must approve of the time and date of the interruption or the work must be performed between 11 pm and 6 am. Contact the Management Office for the building's phone consultant. The cost for the consultant's inspection and/or work is the unit owner's responsibility.
19. Building Protection: When delivering materials, supplies or removing debris during a construction project, the contractor must cover the corridor carpet with self-sticking clear (non-color) plastic film, covering the width of the corridor wall to wall from the unit door to the chute room. The film must not remain on the carpet for periods longer than three days. New film must be installed each time materials are brought into or out of the unit, unless the deliveries take place over three consecutive days, then the film may remain on the carpet for up to three days.

The film must be kept clean at all times. The contractor must provide the film at his/her own cost. Contractors may obtain film from the building in an emergency. The contractor will be charged for the amount used.

To protect the corridors from the day to day dirt associated with remodeling projects, the contractor must provide wipe off mats inside the unit for workers to clean the bottom of their shoes before entering the corridor. Dusty footprints or fingerprints or other debris in the corridor must be cleaned immediately.

20. Damages to Common Area: The contractor is responsible for any damages to the association's property due to the construction project. Methods of repair, cleaning or replacement must be approved by the association. If a contractor fails to make the proper repairs, the unit owner will be charged for repairs initiated by the association.
21. Board Approval: Some remodeling or redecorating projects may not require written board approval. This will be determined by the Property Manager based on the scope of work. However, all work requires the following information to be submitted to the Management Office before starting the project:
  - written notice with scope of work from the contractor provided to Management with start-up date
  - signed acknowledgement from owner
  - scheduling the Service Elevator for deliveries with Management
  - copies of contractors' Chicago issued licenses provided to Management

- contractor's proper Certificates of Insurance provided to Management.
22. These rules must be followed daily until your construction project is completed. This construction guideline must be given to your contractor before starting any work. Following are copies of the liability insurance requirements and the Acknowledgement letter for owner's signature.
23. Washer Dryer Installation: A washer/ dryer installation must be installed with a gray box for water supply and drainage. A plumber will know what this is. The work must be performed by a Chicago licensed and insured plumber and electrician. The washer must have independent shut offs for the hot and cold water supply. Branch lines to washing machines must be replaced with copper pipes from the washing machine to the connection to the bathroom branch lines. It is recommended that washing machines are the type that use low suds detergent to prevent suds backup.

The water for the branch line to the washing machine must have a separate turn off. If water stop connections do not hold, they must be replaced. This will involve shutting off the water at the isolation valves at the branch line. See section #9 for procedures.

The dryer must be ventless. The appliance sales person will know what this is. Dryers may not be vented directly into the building's exhaust ductwork or behind walls.

**Installation of washing machines and dryers must be approved by the board. Specifications must be provided to the Board with the request for approval. Board approval of installation of washing machines and dryers is not guaranteed.**

**2500 Lakeview Association**

**Acknowledgement**

**Requirements & Guidelines for Unit Construction, Remodeling, Redecorating Projects**

**For Owners and Contractors (Revised March 22, 2016)**

UNIT#\_\_\_\_\_

I have received and read the Requirements & Guidelines for Unit Construction, Remodeling, Redecorating Projects for Owners and Contractors and Washer/Dryer Installations and agree to all requirements. I have given a copy to my contractors.

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

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

Date\_\_\_\_\_

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

**TO BE SIGNED BY PERSPECTIVE NEW OWNER/RENTER AND RETURNED WITH COMPLETED SALES/LEASE PACKET TO MANAGEMENT.**

**ACKNOWLEDGEMENT**

By my signature, I(we) acknowledge that I(we) have a copy of the 2500 Lakeview Association Declaration, Bylaws, and Rules & Regulations, and agree to abide by them.

SIGNED: \_\_\_\_\_

\_\_\_\_\_

UNIT: \_\_\_\_\_

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

*Please Note:*

***Personal Liability Insurance is Mandatory!***

*The condominium documents (Article IX of the By-Laws ) mandates owners must maintain insurance covering their personal liability and compensatory (not consequential) damages to another Unit.*

***New owners must provide to Management, a certificate of insurance showing proper insurance coverage on their unit, within seven days of the closing on the sale of the unit.***

*Per Section 3 of Article XV of the Declaration, all owners are responsible to purchase their own insurance on their unit.*

*Please review Article XV of the Declaration and Article IX of the By-Laws for full explanation of proper insurance coverage.*

***Window Frames***

*Holes may not be drilled into any window or balcony frame.*

***Smoke Detectors***

*Per the Rules and the City of Chicago fire codes, each unit must maintain a working smoke detector(s) in the unit. Two bedroom units should have at least two smoke detectors.*

# MOVE IN/ OUT PROCEDURES

2500 Lakeview Association  
**2500 N. Lakeview**  
**Chicago, IL 60614**  
**773-525-2500**  
**Fax: 773-525-2573**  
**E-mail: ppaolillo@2500lakeview.com**

## Forms and Necessary Documents for Move In and Move Out

1. Call Management 30 days ahead to schedule a move date. Move time allotments are 8:30AM until 4:30PM, Monday through Friday only. Moving on weekends or holidays is not allowed.
- 2) Once move date and time is established, Management will need a \$200 check (non-refundable) for elevator usage and a \$100 security deposit on the elevator. Please write 2 separate checks and payable to **The 2500 Lakeview Association**. As soon as Management receives the checks, your date will be set.
- 3) Certificate of Insurance for moving company must be provided to the Management Office at least two weeks prior to the move. **MOVES MAY NOT TAKE PLACE UNLESS THE PROPER CERTIFICATE OF INSURANCE FOR THE MOVING COMPANY IS PROVIDED TO MANAGEMENT.** Certificate of Insurance requirements are attached within this packet.

## SPECIFIC TO MOVE OUTS

- 1) Please leave a forwarding address with Management.
- 2) Notify the building and garage office of the intended move out date and when you will be cancelling parking in garage.
- 3) Empty out storage locker in basement.
- 4) Don't forget any bicycles that are stored in the garage.
- 5) Give all unit and building keys and key fobs to the new unit owner/renter or realtor. Do not leave keys at the doorman desk.



# *2500 Lakeview Association*

2500 N. Lakeview

Chicago, Illinois

Phone: (773)525-2500 Fax: (773)525-2573

E-Mail: [ppaolillo@2500lakeview.com](mailto:ppaolillo@2500lakeview.com)

Date:

From: Palma Paolillo, Property Manager

Re: Certificate of Insurance for Construction Projects/Services

To Whom It May Concern:

All contractors and movers working for unit owners, residents or the Condominium Association must provide a Certificate of Insurance for General Liability coverage with the following:

The certificate must name the following as Additional Insured and Certificate Holder:

**2500 Lakeview Association, its Board of Directors and Managers; and FirstService Residential, its managing agent.**

It is recommended that you give this letter to the insurance agent so that the wording for Additional Insured and Certificate Holder is just as it appears in the letter.

The minimum general liability coverage must be \$1,000,000 per occurrence and \$2,000,000 aggregate; and certificate must indicate Workers Comp insurance with standard limits of coverage, or a separate policy for Workers Comp must be provided.

Please submit the certificate by email, fax or mail at the above addresses. No projects may begin without submitting the proper Certificate of Insurance to the Management Office.

Thank you.