LEASING PACKET

Please review this information carefully. The information contained in this leasing packet was compiled in accordance with the Associations Rules and Regulations, the Declaration & By-Laws, the Illinois Condominium Property Act, and answers common questions related to renting units in the building.

The purpose of this packet is to explain the procedures for moving out of your unit, state the requirements for the lease of your unit, provide disclosure information and communicate the policies for new owners moving in.

This packet is inclusive of materials for both the owner and tenant. It is advisable for you to duplicate the information in this packet and distribute as needed to all parties involved, such as agents, attorneys, and renters. At any time you, your agents, or the purchasers have questions, or require assistance with this process, please feel free to contact the Front Desk at 312-337-4825, or the Management Office at 312-565-0105. We will work to make the process as smooth as possible.
I. MOVE IN/OUT PROCEDURES

(NOTE: If your unit is occupied by a tenant, it is your responsibility to make sure your tenant understands and adheres to these procedures as non-compliance may hinder the rental of your unit.)

- **Availability of Services** - Call the Front Desk @ 312-337-4825 or the Management Office @ 312-565-0105 during business hours to check availability of the freight elevator for the date and time needed for the move in/out. For all move-ins, an orientation session needs to be scheduled with the Management Office in order to reserve the freight elevator. **Orientation must be completed within two weeks after the move-in date.** For all move outs, all associated fees/deposits must be paid to the Management Office in order to reserve the freight elevator.

- **Transfer/Administrative Fee** - Provide a non-refundable unit transfer/administrative fee of $350 payable to the Park Millennium Condominium Association to the Management Office.

- **Elevator Reservation** – Upon receipt of the transfer fee, you may schedule up to four (4) hours of elevator time with the Front Desk. The moving schedule is as follows:

  
  **Monday through Saturday**: 8:30am to 12:00 pm; 12:30 pm to 4:00 pm; 5:30 pm to 8:00 pm
  **Sundays**: 13:00am-1:30 pm
  **Holidays**: No moves allowed

- **Fob Activation** – Once this process is completed and the move-in is underway, the fobs turned over by the vacating resident to the occupying resident will be re-activated. If new fobs are needed, the old ones will be permanently deactivated and new ones can be issued at $25.00 per fob.

- **Fob De-Activation** – Once the move out is complete, Management will de-activate all fobs registered to your unit; they can be turned over to the new residents and re-activated upon request.

Management and the Association apologize in advance in the event of scheduling conflicts, emergencies, and unexpected or scheduled maintenance that force rescheduling of any anticipated moves. While some events are beyond the power of Management and the Association to control, the staff will work as diligently as possible to see that your leasing and move proceed as planned. If rescheduling is necessary, the Association’s fees will still be due, but the staff will ensure that as much flexibility is extended to mitigate any inconveniences.
II. ASSOCIATION REQUIREMENTS FOR THE LEASING OF A UNIT

(NOTE: This section can be used by Owners as a checklist for planning and gathering the materials needed by the Association.)

1. ___ Executed Lease. One signed, original copy of a standard residential 12-month lease must be provided along with any riders and additional provisions created by the owner or the owner’s agent.

2. ___ Park Millennium Rider to Lease. See below.

3. ___ $350 Non-refundable Unit Transfer/Administrative Fee. The non-refundable unit transfer/administrative fee will cover the move in/move out and administrative fees. Once received, the resident may schedule elevator time at Park Millennium.

4. ___ Incoming Resident Information Sheet. See below.

5. ___ Fitness Center and Parcel Waivers. See below.

6. ___ Orientation. An orientation, conducted by Management, must be completed with the tenant at least two weeks after the move into the building. The orientation will allow the resident to be professionally welcomed to the building, receive detailed information regarding the amenities and provide an opportunity for questions and answers. During the orientation, the Associations governing documents can be reviewed and pertinent data will be collected to update the Associations records. Elevator reservations may not be honored if the orientation is not scheduled. To schedule, please contact the Management Office at 312-565-0105.
INCOMING RESIDENT INFORMATION

UNIT # __________

Name(s) in which lease is held: ____________________________

If more than one tenant and only one party signed contract, please list name(s) of other(s):

__________________________________________________________________________________________

Please complete the following information for the person(s) who will be residing in the unit:

A.
Lessee Name: ____________________________

Home/Cell Phone Number: ____________________________

Secondary Phone Number: ____________________________

Email Address: ____________________________

Current Address: ____________________________

B.
Second Lessee Name: ____________________________

Home/Cell Phone Number: ____________________________

Secondary Phone Number: ____________________________

Email Address: ____________________________

Current Address: ____________________________

C.
Other Occupants and/or Resident Children:

Age: ____________________________
Age: ____________________________
Age: ____________________________

Describe any pet(s) that will be kept in the unit:

*Renters are not allowed to keep a dog at Park Millennium. Only cats and other animals that are commonly kept as household pets are allowed.*

EMERGENCY CONTACT (We recommend this person have a key to your home)

NAME: ____________________________

CELL #: ____________________________

ADDRESS: ____________________________

HOME/OTHER#: ____________________________
Rider to Lease

The undersigned occupant(s) of unit #_____ of the Park Millennium Condominium Association, agrees that they are in receipt of, have reviewed, understand, and agree to abide by the Condominium Instruments including the Declaration and Bylaws of the Association and the Rules and Regulations established by the Association. Furthermore, should any amendment to such Condominium Instruments take effect at anytime during my occupancy, I hereby acknowledge my responsibility to abide by the policies contained therein.

Resident #1:
Name: __________________________

Signature: __________________________ Date: __________

Resident #2:
Name: __________________________

Signature: __________________________ Date: __________
Miscellaneous Information

Management Contact Information:
Management Office Phone Number: 312-565-0105
Management Office Fax Number: 312-946-1487
Front Desk Phone Number: 312-337-4825

The Management Office Hours are as follows:
Monday, Tuesday, Thursday: 8:30 am - 5:30 pm
Wednesday: 8:30 am - 7:00 pm
Friday: 7:30 am - 5:30pm

The Managing Agent for Park Millennium Condominium Association is DK Condo, a Draper and Kramer Company.

Maintenance Requests:
Any maintenance request that needs to be completed in your unit can only be submitted by the homeowner of the unit. In an emergency situation in which other residents may be affected, please contact the Management Office or front desk immediately, and then please contact the owner of your unit.

Cable TV:
RCN Cable TV is the building’s Cable TV provider. An equipment installation may be required with a one-time installation fee of $50. The cable TV includes RCN Signature Video Service, Showtime/The Movie Channel and the TiVo Whole Home Bundle (includes one TiVo Quad Tuner Box with one TiVo HD Box and RCN Internet service with one standard modem to interface with your TiVo service). TiVo is powered by RCN’s Digital TV service and interfaces with only RCN Internet service to give you access to web based applications such as YouTube, Pandora, etc., and more via TiVo. This internet is not designed to service your personal computer or any devices other than your TiVo box. If you choose to upgrade your cable service or have any customer service related questions regarding your cable, please contact RCN at 312-955-2500. You will be billed directly from RCN for any upgraded cable services.

Internet Service:
Park Millennium’s internet provider is SilverIP, which includes the basic speed of 30 mbps. Although internet is provided to all units, wi-fi is not included. You can purchase a wireless router or contact SilverIP to install a wireless router for you (installation fee will apply). If you choose to upgrade your internet service or have any customer service related questions regarding your internet, please contact SilverIP at 312-780-0814. You will be billed directly from SilverIP for any internet service upgrades you choose.

Pets:
Renters are not permitted to have dogs. Renters may have up to two cats or other typical household pets (birds, fish, etc.) in their unit if permitted by their respective landlord.

Storage Lockers:
Park Millennium has multiple types of storage spaces available for rent. Interested residents should inquire about storage space availability and rates with the Management Office. If space is available, residents must complete a storage space registration form and submit it to the Management Office. Residents are required to provide their own lock for storage lockers.
Bicycles:
Bicycles must be stored in the designated Bicycle Rooms on the G1 level of the building. All bicycles must be registered with the Management Office and must display a bicycle permit. Registration forms and bicycle permits can be obtained from the Management Office.

Association Website:
Park Millennium has a website that contains a great amount of useful information. Residents can find the Association rules and regulations, standard forms, reports and association announcements on the website. To log onto the Park Millennium website, go to: www.parkmillenniumchicago.com. Residents may contact the Management Office to obtain your username and password for access to the private side of the website.

Parking:
The garage at 222 N. Columbus is managed by Ampco System Parking. For information on monthly or hourly parking rates, please contact the garage office at 312-552-0003.

Unit Electricity:
The electricity within a unit is the occupant’s responsibility. Residents should contact an electricity provider prior to moving in to ensure power will be on when they move into the building. The majority of residents use ComEd (800-334-7661) for electricity, but you are welcome to select any electricity provider you like.
WAIVER FOR ACCEPTANCE OF PARCELS

Park Millennium Condominium Association is willing to accept and hold parcels pursuant to your request on the condition that you, on your own behalf and on behalf of all occupants of your unit, fully and unconditionally release Park Millennium Condominium Association, and all agents and employees from any and all claims and liabilities of whatever nature which may arise in connection with Park Millennium Condominium Association accepting and holding parcels, including, without limitation, claims based on loss of or damage to any items so accepted and held by Park Millennium Condominium Association. Unless other arrangements are made, if your package is not picked up within three (3) days, your package will be returned to its sender.

If you agree to the above terms, please sign the bottom of this agreement. If you do not sign this agreement, we will be unable to accept any parcels addressed to your unit.

Unit #: ______________

Resident #1:
Name: __________________________
Signature: _______________________ Date: __________

Resident #2:
Name: __________________________
Signature: _______________________ Date: __________
FITNESS CENTER LIABILITY WAIVER

By my/our signature(s) below, I/we acknowledge that I/we assume full responsibility for my/our safety and I/we understand and appreciate the risks involved in using the exercise equipment located in the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASSOCIATION.

I/we am/are aware that I/we should contact my/our physician before I/we start any new exercise program, especially if I/we have not exercised regularly for a period of three (3) months prior to starting at the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASSOCIATION.

I/we understand that the officers, agents and employees of Park Millennium Condominium Association are not liable under any theory of liability for any injuries or other damages I/we may suffer as a result of said equipment.

I/we further understand and agree that the equipment at the fitness center owned and operated by PARK MILLENNIUM CONDOMINIUM ASSOCIATION is solely for the use of the Residents and their guest(s). I/we also understand and agree that I/we will use the PARK MILLENNIUM FITNESS CENTER only during the hours designated by the Rules & Regulations, as updated from time to time, of the Park Millennium Condominium Association.

I/we further understand that the officers, agents and employees of Park Millennium Condominium Association make neither representation nor expressed or implied warranties as to the quality of the equipment.

I/we fully understand these terms and give my/our signature(s) to this liability waiver agreement of my/our own volition.

Unit #: ____________

Resident #1:
Name: ______________________
Signature: ____________________ Date: __________

Resident #2:
Name: ______________________
Signature: ____________________ Date: __________
PARK MILLENNIUM CONDOMINIUM ASSOCIATION BED BUG MANAGEMENT POLICY

The Association has an obligation to maintain the common elements as well as to take steps to minimize or prevent further damage to other units or common elements. In regards to suspected or verified bed bug infestation, the Park Millennium Condominium Association (Association) will take the following actions:

**EDUCATION**

A fact sheet on bed bugs available from the City of Chicago will be provided to all current and future owners and residents. This item will be added to the "Move-in" orientation checklist.

The Association will periodically provide additional information about bed bugs including but not limited to, information posted in common areas of the building, email, newsletters, and discussion during meetings of the Park Millennium Board and/or owners.

The Association will periodically advise Unit Owners that per the Chicago ordinance, they are obligated to report any known or suspected bed bug problem of their Unit within 5 days to the Association and cooperate with managing the problem.

All Association staff will receive an annual in-service on bed bug identification, surveillance, control and prevention.

**PEST CONTROL VENDOR**

The Association will maintain a relationship with a minimum of one pest control company that is qualified for both inspection and treatment of bed bugs that can respond in the required timeframe.

When treatment is required, this Vendor will be required to provide an itemized invoice that specifies the charge for time and materials for each Unit affected. The Association will reimburse the pest control company and subsequently assess the itemized charges to the Unit Owners of affected Units.

It is highly encouraged that this contract includes a provision for an annual in-service for staff and residents on bed bug identification, surveillance, control and prevention.

**RESPONSE TO REPORTS OF BED BUGS**

When a Unit Owner or resident reports a possible bed bug problem in their unit, the Association will look for any of the following signs of bed bug infestation prior to contacting a pest control company:

- There is physical evidence of bed bugs, such as dead specimens in a sealed plastic bag, bed bug traps, etc.
- There are markings, droppings or eggs that are consistent with those from a bed bug.
- An occupant of a unit has bite marks consistent with those from a bed bug.
• Confirmed report of bed bug bites from a healthcare provider

Once there is a suspicion of bed bug infestation, then the Association will coordinate a pest control company to investigate the presence of bed bugs within 10 days.

INSPECTION

The Association will communicate to all impacted Unit owners and Occupants a schedule for Pest Control Company to inspect their Unit. The Association will follow established procedures for staff entry to units. Generally, units on either side and above/below the unit with the suspected infestation will also be inspected. The number of Units inspected will be increased upon identification of bed bug infestation.

The Association will provide advance notice to the Unit Owner before inspection or treatment. This notice will advise the Unit Owner and tenant of their responsibilities, and any specific preparations that must be completed.

DISCLOSURE

Upon confirmed of active bed bugs in any Unit, the Association will develop a Board approved communication plan to all Unit Owners and Residents.

TREATMENT

Once bed bugs are confirmed, then the Association will coordinate treatment/eradication. The Association will notify the affected Unit Owners of the following:

• Information regarding bed bugs (i.e. biology, behavior, medical importance, etc.)
• The potential scope of the infestation
• A copy of the treatment protocol including the specific terms of the service agreement
• A list of the chemical and non-chemical treatment products that will be used. The information will include the MSDS (material safety data sheet) of any chemicals.
• An estimated treatment schedule and price
• Treatment preparation requirements

While a Unit Owner or resident is not entitled to refuse a request to conduct an inspection or treatment of the unit, if a Unit Owner objects to a specific chemical pesticide then the Association will use best efforts to find an acceptable alternative treatment.

POST TREATMENT EVALUATION

The Association will obtain schedule for re-inspections and re-treatment from the pest control company. Unit Owners and occupants of the affected Units will be notified of any re-inspection and re-treatment processes.
FINANCIAL LIABILITY

The cost for inspection of a Unit that does not result in confirmation of bed bug infestation will be borne as a common expense to the Association since this surveillance represents a common good. Once there is confirmation of bed bug report infestation then the costs associated with inspection, treatment, re-inspection, and re-treatment will be assessed to the Unit Owners of the affected Units.

The Association will provide a notice of an assessment to cover the costs associated with the inspection and treatment to the Unit Owner. Hearings and payment rights and requirements related to this assessment will follow the standard operation procedures described in the Rules and Regulations.

RECORD KEEPING

The Association will maintain records of all pest control activities for 3 years and are open to inspection by authorized city personnel and Unit Owners.
What else can I do to prevent a bed bug infestation?

Bring the infestation into your apartment. Check your sleeping areas, including mattresses, box springs, headboards, bed frames, and other furniture. Use a flashlight and a magnifying glass to inspect for signs of bed bug activity, such as eggs, nymphs, and adult bed bugs. Eliminate potential hiding places, such as cracks, crevices, and gaps between furniture and walls.

What do bed bugs look like?

Bed bugs are small, flattened bloodsucking insects. They are reddish-brown in color and range from 1/4 to 1/16 of an inch in length. They are oval-shaped and can be found in cracks, crevices, and other hard-to-reach places. They are not attracted to light and are more active at night.

What are bed bugs?

Bed bugs are parasites that feed on human blood. They can live in any environment, including homes, hotels, and hospitals. They are not spread by pets or through physical contact. Bed bugs are found worldwide, and their presence can indicate poor sanitation or a lack of proper pest control measures.

Why is this becoming a problem?

Bed bugs have become a significant public health concern in recent years due to their ability to travel long distances, as well as their resistance to many traditional pest control methods. They can infest homes, apartments, and other residential areas, as well as public places such as hotels and schools.

Preventive Measures

To prevent bed bug infestations, it is important to maintain a clean and clutter-free environment. Use bed bug-resistant mattresses and box springs, and keep bedding and clothing clean. Avoid bringing home furniture or belongings from other locations, especially if they are from areas known to have bed bug infestations. Regularly inspect your home for signs of bed bugs and take immediate action to address any infestations.
What are my rights as a tenant?

- Landlords can no longer evict tenants.
- Tenants have two main responsibilities under this ordinance.
- Tenants have two main responsibilities under this ordinance.
- Tenants have two main responsibilities under this ordinance.
- Tenants have two main responsibilities under this ordinance.

What are my responsibilities as a tenant?

- Can’t rent to them.
- Can’t rent to them.
- Can’t rent to them.
- Can’t rent to them.
- Can’t rent to them.

What should I do if I suspect there are bed bugs?

- Wet-mattress or other pieces where bed bugs live.
- Place dead bugs in a bag.
- Place dead bugs in a bag.
- Place dead bugs in a bag.
- Place dead bugs in a bag.
- Place dead bugs in a bag.

What if I know I have a bed bug infestation?

- Check if everyone is safe.
- Check if everyone is safe.
- Check if everyone is safe.
- Check if everyone is safe.
- Check if everyone is safe.

Are there other health concerns related to bed bugs?

- Dealing with bed bugs is probably not a pleasant experience.
- Dealing with bed bugs is probably not a pleasant experience.
- Dealing with bed bugs is probably not a pleasant experience.
- Dealing with bed bugs is probably not a pleasant experience.
- Dealing with bed bugs is probably not a pleasant experience.
Type of Inspection or Treatment?

Does the treatment require any specific equipment or materials?

How much time does a landlord have to provide a pest management professional?

What are the requirements for providing the service?

The ordinance allows landlords to provide pest control services by a pest management professional.

1. Call the City’s Bed Bug Hotline (311) if you suspect there are bed bugs in your apartment.

2. Notify the landlord in writing of the bed bug infestation.

3. Get a list of the bed bug inspection by providing the landlord with a written report.

How long does the landlord have to respond?

If the landlord does not respond, the City may order remediation to prevent further infestations.

C protozoa, American Bed bug, 3

Inspect your apartment if you suspect there are bed bugs present. If you are not sure, contact a pest management professional.

If you are a tenant who believes there are bed bugs in your apartment, call 311 and file a complaint.

What should I do if my landlord is not responding?

If the landlord does not respond within 10 days, call 311 and file a complaint.

What are my landlord’s responsibilities under this ordinance?

The landlord must:

- Disinfect the property
- Provide a written report
- Provide a follow-up inspection

What are the penalties for non-compliance?

Penalties can go as high as $2,000 for a first violation.

What happens if the landlord is not complying with these requirements?

The ordinance allows the City to issue fines to landlords for non-compliance.

Do these requirements apply to co-op or cooperative buildings?

Yes, but landlords must only order that are being rented.

Condominiums or cooperative buildings:

- Responsible for their own apartment
- Responsible for common areas

In court concerning any bed bug issues, landlords must:

- Provide proof of pest control
- Provide proof of bed bug inspection
- Provide proof of the landlord’s response to the infestation
- Provide proof of the landlord’s remediation efforts
- Provide proof of a written report

For more information on the City’s Bed Bug Program, contact 311.