Important Information

FirstService
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PREPARED EXCLUSIVELY FOR:

110 E Delaware Pl, # 101
Chicago, IL 60611

Disclosure Documents

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SELLER MUST REVIEW - Sales Checklist

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110 E Delaware Condominium Association

CHECKLIST FOR SALE OF UNIT

- Document requests are processed via Welcome Link. Please visit www.fsresidential.com and click on Order Documents and Certificates.
- Any supporting documents noted below (intent to sell, sales contracts, forms, etc.) related to the release of the Paid Assessment Letter can be emailed to closing.il@fsresidential.com, or provided to the onsite office (if applicable). Please include the order number and the subject property address.

Please be sure that the following items are submitted with your request for Closing Documents.

Seller Items-

- Copy of Sales Contract
- $400 Move Out fee (non-refundable, check only payable to the Association)
- $250 Move Out deposit (refundable, check only payable to the Association)

Buyer Items – Can be paid when the move in is scheduled

- $400 Move In fee (non-refundable, check only payable to the Association)
- $250 Move In deposit (refundable, check only payable to the Association)

Move fee and deposit are required one week before scheduling a move. Please submit fee and deposit as separate checks. Reservation requests must be made as far in advance as possible to ensure availability of the designated service elevator; moves are scheduled on a first-come, first-served basis. Only the west elevator is the designated freight car for use when moving into, within, or out of the building. Moves are permitted Monday - Friday from 8:30 a.m. - 4:30 p.m. Moves are not permitted at any time other than the designated hours, including weekends, legal holidays, or evenings. The homeowner will need to make special arrangements with the elevator maintenance company if there is an item too large to fit safely within the service elevator. The elevator company will bill the homeowner directly for this service. The building staff will prevent movers from using the elevators if the above regulations have not been met. The Association will impose an additional $100 non-refundable penalty to the unit owner if residents violate the above move guidelines.

11-1-2019

Buyer-Seller To Do List

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Notice to Sellers, Buyers, and Third Parties

(Updated 6-14-2021)

In response to Illinois moving to Phase 5 of its COVID-19 Restore Illinois plan, please be aware of the following updates related to our processing of this transaction.

- As of June 14, 2021, our Illinois Corporate offices (25 Northwest Point Blvd / 303 E Wacker Dr) are open to visitors, subject to posted Health and Safety notices at each office.

- Visitors to the corporate offices must observe all posted notices regarding Health/Safety protocols, mask usage and social distancing guidelines. Visitors to onsite offices must observe any posted notices specific to that site.

- If possible, please continue to use "non-contact" means to transfer information.

- Corporate Office Staff members are working remotely – As much as possible, please avoid sending time sensitive documents or checks via standard US mail as this may create delay.

- Many "Move In/Move Out" or "Move Deposit Fees" can be paid at Closing (exceptions will be noted on Sales Checklists provided upon order).

- Non-Contact Methods to remit documents or fees (if not paid at closing):
    - Scan/email to closing.il@fsresidential.com (Preferred method for documents)
    - Overnight / traceable Delivery Services (FedEx, UPS)
    - Fax Documents to 847-777-7099 (alternate method)

Thank you for your cooperation.

FirstService Residential Illinois

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Seller's To Do List:

Congratulations!

You have just sold your property. This document is provided along with the Paid Assessment Letter, and the party receiving this should share it with the Seller and the Buyer.

In order to make the transition from Seller to Buyer as seamless as possible, please review and if necessary, complete items below.

- **Cancel any recurring payments (AutoPay, online bill pay)**
  - **If your assessments are collected via an AutoPay, the seller is responsible for cancelling any payment schedule. If using ClickPay, their number is 888-354-0135.**
  - **If you have a recurring payment established with your bank, please cancel recurring payments.**
  - **Management does not have access to your payment accounts to act on your behalf.**
  - **If you do not cancel your recurring payments, they may process as usual. Any request for refund of overpayments will require approval from the Association Board of Directors and be processed in the normal accounts payable process for that Association.**

- **Turn over any Rules and Regulations / Declarations and By-Laws to the Buyer**

- **If applicable, turn over any keys, remote control devices, or passes to the buyer that must stay with the Unit. (mailbox keys, storage keys, pool passes, etc.)**

25 Northwest Point Blvd | Suite 330 | Elk Grove Village, IL 60007
Tel 847.459.0000
www.fsresidential.com

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Buyer's To Do List:

Congratulations on the purchase of your new property!

In order to make the transition from Seller to Buyer as seamless as possible, please review and if necessary, complete items below.

- **Immediately after the closing, provide a copy of the warranty deed, or final settlement statement to management.**
    - **As the buyer, you are hereby notified of your obligation to advise this office of the date this closing is effective.**
    - **The documents above will verify the sale transaction date so that the assessment account can be transferred into your name.**
    - **PREFERRED METHOD- scan/email the document to closing.il@fsresidential.com or fax to 847- 777-7099.**
    - **If your property has an onsite office, you may provide a copy to them to forward to us.**
    - **In approximately 10 business days after receipt of the deed or settlement, a Welcome Packet with an initial billing statement and/or payment coupons (if applicable at this property) will be sent to you.**

- **New Owners are responsible for assessments due the 1st of the next billing period after the sale. Lack of said notification does not relieve you of the responsibility to make timely payments, nor will it invalidate any incurred late charges.**

- **If your mailing address will be different than the unit, we must be notified. Otherwise all correspondence will be directed to the Unit address.**

- **Read through your Rules and Regulations and /or Declarations.**
    - **As a purchaser in a community governed by a Condominium or Homeowners Association, you are obligated to abide by all rules and regulations governing this community, including any restrictions on leasing that may apply to this unit.**

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