IMPORTANT INSTRUCTIONS FOR SUBMISSION OF SALES PACKET FORMS

- Please read all instructions carefully and thoroughly. It is your responsibility to follow the instructions provided.
- **All required forms and Sales Contract must be submitted as one (1) combined PDF.**
- **Do NOT send document sseparately or in pieces — such submissions will be rejected.**
- Management will not track or follow up on partial submissions.
- The complete packet of Sales Contract, BUYER & SELLER forms must be compiled into a single PDF.
- Only include the completed BUYER and SELLER forms and the Sales Contract in the combined pdf. **Do NOT submit instruction or information pages from the Sales Packet. Doing so will result in rejection.**
- We recommend designating one person (agent, attorney, etc.) to collect and combine all completed BUYER and SELLER forms.
- Submit the final combined PDF to: sandra.fiore@fsresidential.com
- Complete Sales Packet must be submitted before a move-in/out date can be scheduled.
- Do not send multiple or duplicate requests for the Paid Assessment Letter (PAL) or 22.1 — this causes confusion and delays.
- Please avoid copying management on back-and-forth emails with agents, attorneys, etc. This is unnecessary and makes it difficult to track and manage requests effectively.
- To streamline communication, assign one person to handle the Paid Assessment Letter (PAL) and 22.1 requests.
- The PAL will be issued only **AFTER** Management receives the complete Sales Packet. Processing may take up to 5 business days, so please plan accordingly.
- Failure to follow these instructions will result in rejection of the forms and delay the release of the Paid Assessment Letter and/or 22.1 Disclosure Statement.

SALES PACKET SUBMISSION CHECKLIST

CONDO UNIT NUMBER _____

PARKING SPACE NUMBER _____

CLOSING DATE _____

1. **Do NOT submit forms separately or in pieces – such submissions will be rejected.**
2. **Do NOT submit any instruction or information pages** from the Sales Packet – doing so will result in the entire packet being rejected.
3. All required SELLER and BUYER forms along with the SALES CONTRACT must be submitted as **one (1) combined PDF**.
4. Failure to follow the instructions outlined on page 1 will result in rejection of your submission and delay the release of the Paid Assessment Letter and 22.1.
5. Gather the completed forms and place a check mark in the boxes below.
6. Compile the documents in the order listed below including this checklist.
7. Scan all the documents as **one (1) fully assembled and combined PDF.**
8. Email the single combined PDF to sandra.fiore@fsresidential.com

- ☐ Include this Checklist Page with your submission

SELLER FORMS

- ☐ Notice of Intent to Sell
- ☐ Agent/Owner's Rep Authorization
- ☐ Unit Inventory
- ☐ Copy of Sales Contract
- ☐ Move Out Request Form

BUYER FORMS

- ☐ Owner/Resident Information Sheet
- ☐ Acknowledgement of Condo Rules & Sales Procedures
- ☐ Email Opt-In Waiver
- ☐ Pet Registration (if no pet, simply write N/A on form and sign)
- ☐ Move In Request Form
- ☐ Emergency Evacuation Survey

For Management Use Only: _____PAL Ordered PAL Released:_____

_____22.1 Ordered 22.1 Released: _____

GOLD COAST GALLERIA CONDOMINIUM ASSOCIATION

SALES PACKET

Attached are the necessary forms for the sale of your unit. This Sales Packet is designed to provide important information for a smooth sale and moving process. Our goals are to accomplish the following:

- Submit the required Sales Packet forms to arrange showings and to communicate information to prospective buyers.
- Acknowledge that the Association's relationship is with the Seller. Management is not allowed to release information to anyone except the Seller or their Authorized Agent. Buyers, their attorneys, lenders, and appraisers must contact the Seller to obtain governing documents.
- **Governing documents** are available to the SELLER from the Association's website at www.GoldCoastGalleria.com . All Seller and Buyer's completed forms must be forwarded to the office by the Seller in order to obtain the 22.1 Disclosure Statement or final Paid Assessment Letter (PAL) for closing.
- Insurance guidelines for the buyer's condominium homeowner insurance policy, *which is required to be effective as of the date of closing and prior to any move in.*
- Contractor guidelines from the Construction Packet if the new buyer chooses to have work performed in the unit.
- If the buyer intends on renting the unit, instructions must be followed as provided in the GCG Lease Packet.
- Closing Statement/HUD must be provided to Management Office to confirm transfer of ownership, front desk access, move in scheduling and Association services.
- **The Garage Association is a separate entity. All parking questions must be addressed directly to the Garage Property Manager at 312-482-9793 or marie.williams@fsresidential.com.**
- **If you are also selling a parking space, separate PAL and 22.1 Disclosure statements will be issued.**

Please read **"THE NOTICE OF INTENT TO SELL"** form for instructions. **SUBMIT ALL REQUIRED FORMS AS ONE (1) FULLY ASSEMBLED COMBINED PDF ATTACHMENT. DO NOT SUBMIT FORMS SEPARATELY OR IN PIECES. THE COMPLETE PACKET OF ALL BUYER FORMS AND SELLER FORMS/DOCUMENTS MUST BE COMBINED AND SUBMITTED AS ONE PDF. FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN FORMS/DOCUMENTS BEING REJECTED AND WILL DELAY YOUR CLOSING DATE.** It is recommended to have one person (agent, attorney, etc.) collect all the completed forms from seller and buyer and then combine them together into one PDF. Once combined, email the single PDF to: sandra.fiore@fsresidential.com We must have all the completed seller and buyers forms in advance to schedule a move out date.

Per Section 22.1 of the Illinois Condominium Property Act, the Association must provide certain disclosure information when requested to do so in writing and within 30 days of the request; however, we will do our best to accommodate shorter timeframes whenever possible. We ask you please plan accordingly to provide all required information and fees in a timely manner to avoid last-minute requests. Disclosure requests received less than 10 business days prior to the closing date may be subject to a **$50 Rush Fee**, in addition to applicable fees, and should be submitted with the completed forms from Sales Packet.

FirstService Residential and the Association are **not** responsible for any delays in closing if these documents are **not** received in the noted time or if stated procedures are not followed by either the owner or owner's representative and/or the buyer. Freight elevator and loading dock reservations must be made in advance through the Management Office and are available on a first come-first served basis and confirmed only after all documentation has been received. **The Association reserves the right to deny access to ANY individuals who have not fully complied with all procedures as set forth in this packet.**

NOTICE OF INTENT TO SELL –TO BE COMPLETED BY SELLER

UNIT NUMBER: _____ **PARKING SPACE NUMBER(S):** _____

_____ **ESTIM. CLOSING DATE**_____

1. In compliance with the Declaration of Condominium Ownership, By-Laws and the Rules and Regulations of the above referenced association, the undersigned owner(s) of unit hereby serve notice that I (We) will be selling our unit and we agree to provide the below items in legible form as coordinated through the Owner or the Owner's agent. A **$50 Rush Fee** may apply if the below is provided with less than 10-day notice.

a) Signed/Dated Notice of Intent to Sell form.

b) Notice of Intent to Sell – Additional Contact Information Form.

c) Agent/Owners Rep. Authorization form (or note "NA," where applicable)

d) Unit Inventory Form

e) Copy of Sales Contract.

f) Seller is responsible to provide Buyer with applicable governing documents including, but not be limited to: Condo Declaration & By-Laws, Amendment, Reciprocal Easement Agreement, Rules & Regulations, Reserve Study, Audit, Insurance Certificate, Statement of Liens/Unpaid Assessments, Other Condo Instruments (i.e., Minutes, Sales/Moving Forms, Floor Plans, etc.). Owner may obtain documents at no charge at www.GoldCoastGalleria.com Seller must visit www.GoldCoastGalleria.com to obtain these documents from the Resources / Media Library. Management is NOT responsible to obtain these documents for sellers, buyers, real estate attorney, lenders, etc.

g) A **$350.00**/Non-refundable Move-Out fee will be charged to the Unit Owners account and if there are any move damages, violations, debris, rush fees, etc**., those charges will also be applied to the Unit Owner's account.**

I/we understand that by submission of this fully executed notice, I/we hereby agree to hold harmless the Gold Coast Galleria Condominium Association and FirstService Residential, as managing agent, officers, directors, staff, and employees for the release of any information requested by me/us or my/our agent(s).

_____	_____	_____
Seller's Signature	**Print Seller's Name**	**Date**
_____	_____	_____
Seller's Signature	**Print Seller's Name**	**Date**

SELLER'S FORWARDING ADDRESS: _____

SELLER'S MOBILE TELEPHONE NUMBER: _____

ATTORNEY'S NAME: _____ **ATTORNEY'S PHONE:** _____

ATTORNEY'S EMAIL: _____

TO BE COMPLETED BY SELLER
AGENT / OWNER'S REPRESENTATION AUTHORIZATION

DATE:_____ **RESIDENTIAL UNIT:** _____

- **THIS FORM IS REQUIRED PRIOR TO ANY SHOWINGS BY YOUR REAL ESTATE AGENT. THE LISTING AGENT (OR A DESIGNATED REPRESENTATIVE FROM THEIR COMPANY) MUST BE PRESENT DURING ALL SHOWINGS. PROSPECTIVE BUYERS AND THEIR REAL ESTATE AGENTS MUST BE ESCORTED TO THE UNIT BY THE AUTHORIZED AGENT FOR ANY INDIVIDUAL SHOWINGS AND/OR OPEN HOUSES.**
- **All authorized contacts must provide a photo ID and business card upon arrival for building access. Advanced planning is required by Owner and/or Listing Agent to ensure guest access. Management will not provide keys.**

This notice is to inform you that we are authorizing the person(s) and/or company permission below to show our unit for the purpose of selling and provide permission for them to act on our behalf as our owner's representative.
Not Applicable: _____

Real Estate Company (if applicable)_____ **Listing Agent:** _____

Additional Authorized Agents: _____

Work Phone:_____**Cell:**_____ **Email:** _____

We acknowledge that we have explained to our Authorized Agent all of the procedures provided by the Association. We also confirm that we have provided our owner's representative with all applicable Association-related documents including, but not limited to, the Declaration/Bylaws, Sales Packet, Rules and Regulations, insurance requirements, forms for buyer set-up and building access and any applicable keys for unit access.

Our owner's representative has been informed that it is his/her responsibility, on behalf of the unit owner, to explain to the prospective buyer and/or their real estate agent, if applicable, all condominium procedures, homeowner's insurance requirements, amenity instructions, moving procedure and other applicable logistics. He/she will also be responsible to coordinate transfer of keys.

We further acknowledge that the Seller or his **representative will be responsible to obtain from the prospective buyer** *all completed BUYER forms from the Sales Packet* along with a copy of the Sales Contract and Seller Forms and submit to Management in one fully assembled packet combined into a single PDF a minimum of 10-business days in advance of requested closing and/or move-in date.

_____	_____	_____
Owner Signature	***Print Owner Name***	***Date***
_____	_____	_____
Owner Signature	***Print Owner Name***	***Date***

TO BE COMPLETED BY BUYER

GOLD COAST GALLERIA CONDOMINIUM ASSOCIATION
NEW OWNER/RESIDENT INFORMATION SHEET

In a continuing ef[illegible] we can respond in the event of an emergency and improve communication between your management company, your Board of Directors, and residents, all owners must completely fill out the form below and return it to Management.

Unit Address: **Gold Coast Galleria Condominium Association**
111 W. Maple
UNIT #: _____
Chicago, IL 60610

BILLING ADDRESS:

Is the residence listed under a corporation or trust? If yes, please provide the name and address of the corporation:

Is there a manager, agent or owner's representative that you are authorizing Management to work with on your behalf including approval of charges? If yes, please provide the name, address, and phone number:

OWNER INFORMATION

1) Owner's Name _____ **2) Co-Owner's Name**

Home Telephone #_____

Home Telephone # Mobile Telehone #

_____ Mobile Telehone #

EMail_____

Please list any additional permanent occupants living in unit with you including phone: _____

Which phone number should we use to call you in case of EMERGENCY

Which phone number should we use to call you in the case of NON EMERGENCY?

EMERGENCY INFORMATION

Emergency Contacts: Name(s) and telephone number(s) for people NOT LIVING IN YOUR UNIT that we can contact on your behalf in case of an emergency. (People we should call if something happens to you).

1) Contact Name _____ 2) Contact Name _____

Mobile Telephone # _____ Mobile Telephone #

Work Telehone # _____ Work Telehone #

Home Telehone # _____ Home Telehone #

Relationship _____ Relationship

Are you or anyone in your household in need of special medical attention or have restricted mobility, which would require additional assistance in the event of an emergency? (circle one) Yes / No

If yes, please explain special needs (i.e. oxygen, wheelchair, visual impaired, hearing impaired, etc.)_____

OWNER / RESIDENT INFORMATION SHEET *(continued)*

RENTAL INFORMATION

Is this unit rented? (circle one) Yes / No

If applicable, please provide your tenant's information below.

1) Renter's Name _____

Home Telephone # _____

Work Telehone # _____

Mobile Telehone # _____

Emergency Telephone# _____

Email _____ Check box if no email

2) Co-Renter's Name _____

Home Telephone # _____

Work Telehone # _____

Mobile Telehone # _____

Emergency Phone # _____

Email _____ Check box. if no email

Are you or anyone in your household in need of special medical attention or have restricted mobility, which would require additional assistance in the event of an emergency? (circle one) Yes / No

If yes, please explain special needs (i.e., oxygen, wheelchair, visual impaired, hearing impaired, etc.)

NOTE: As a reminder, all leases must be submitted to Management within 10 days of signing or renewing a lease and adherence to the Declaration/Bylaws is required. Please contact Management for a Lease Packet if you are considering the leasing of your unit.

PET INFORMATION

Do you have any pets? (circle one) Yes / No If so, how many? Dogs _____ Cats Other

NOTE: All pets must be registered with the Management Office. If you have not filled out a Pet Registration Form, please contact the Management Office to request the applicable form.

HOMEOWNERS INSURANCE INFORMATION:

Insurance Company: _____

Company Contact: _____

Contact Phone: _____

Policy # _____

Policy Period/Renewal Date:

RENTER'S INSURANCE INFORMATION:

Insurance Company: _____

Company Contact: _____

Contact Phone: _____

Policy # _____

Policy Period/Renewal Date: _____

NOTE: Per the Association's governing documents, all owners must have homeowners' insurance coverage and renters must have renters' insurance and must provide Management with proof of coverage annually.

HELPFUL REMINDERS:

- A Permanent Permission to Enter Form should be filled out to provide permanent guest lobby access.
  A Temporary Permission to Enter Form should be filled out for temporary building access and is in effect for up to a 2-week period. It is.
- owner or renter's responsibility to update form, as needed.
- A Sales and/or Leasing Packet must be obtained and completed for units selling or leasing their units.
- Lockouts are only provided to owners or permanent occupants on record with the Management offic

TO BE COMPLETED BY BUYER

ACKNOWLEDGEMENT OF CONDOMINIUM RULES & SALES PROCEDURES

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDOMINIUM GOVERNING DOCUMENTS:
This is to acknowledge that the undersigned prospective buyer of the Gold Coast Galleria Condominium Association is in receipt of, has reviewed, understands and agrees to abide by all of the Condominium Governing Documents including, but not limited to, the Declaration, By-Laws, Rules and Regulations, Sales Packet, Moving and Association procedures, which are subject to change at any time.

MAINTENANCE WORK ORDERS: The Association may provide maintenance-related services to the unit owner, as applicable, for Association-related items. Costs for such work orders are billed to the unit owner's ledger. The owner is responsible for appliances and other unit owner items as detailed in the Association's governing documents. Should owner choose to request that the maintenance staff review such non-Association maintenance issues to see if they can provide initial assistance, owner releases the Gold Coast Galleria Condominium Association, FirstService Residential, its agents, board of directors, and employees of any liability or damage caused by this request. Should any maintenance- related issues arise within the Unit, the owner should contact the Management office or the front desk in the event of an emergency or on weekends for services of an urgent nature. In the event of an emergency including, but not limited to, possible damage to the building, other units or common elements, Management and/or Maintenance in its sole discretion will initiate a work order without prior permission. Management and/or the Association are not responsible for costs incurred by guests on behalf of the owner. Owners may submit a written authorization form for the Association to have on file that would permit an authorized representative or family member to request a work order up to a certain dollar amount. Please contact the Management Office to request an application form.

CONSTRUCTION GUIDELINES: Prior to owner implementing any construction or remodeling projects, owner must obtain a copy of the **Construction Rules and Procedures Packet**, which may be obtained on the Association's website at www.GoldCoastGalleria.com This includes, but may not be limited to, installation of washer/dryer in kitchen, bathroom and/or kitchen remodeling, flooring/carpeting installation, painting, relocation of any electrical, cable and/or internet wiring, installation of window coverings, structural changes to walls, etc.

VIOLATIONS AND ENFORCEMENT: The Condominium Governing Documents provide that the Association may charge all costs and expenses associated with the enforcement of the provisions of the Declaration, By-Laws, Rules and Regulations and Association procedures to the unit owner and, in the event that a renter, other resident and/or guest of the renter is in violation of the Condominium Governing Documents, the Association as third party to the Lease, has full authority at its sole discretion to enforce the terms of the lease, and that any violation(s) to the Condominium Governing Documents shall constitute a default under the terms of the lease and a breach of the Lease. In addition, per the Illinois Condominium Property Act and the Declaration, the Association has other remedies available to enjoin a resident from occupying a unit including eviction. Any costs would be billed back to the unit owner.

This is to confirm that I am the prospective new owner of unit_____and to acknowledge that I have received, read, understand, and agree to comply with the procedures in the Sales Packet, governing documents and Rules and Regulations for the Gold Coast Galleria Condominium Association.

New Owner Signature_____ **Date** _____

Print Name _____

New Owner Signature_____ **Date** _____

Print Name _____

TO BE COMPLETED BY BUYER- IF NO PET, WRITE "N/A" & SIGN YOUR NAME

ANNUAL PET REGISTRATION

All pets must be registered with the Management office. Please submit the form with a corresponding photo/per pet. Please help us better identify your pet(s) by providing the following information. Return this form to the Management Office with the most recent picture of your pet(s).

Unit Number: _____	Owner Name(s)_____ _____
Name of Pet:	Type of Pet__Cat_____Dog _____Other _____
Breed of Pet:	Color:
Gender of Pet: Male Female	Description:

Permission is subject to Unit Owner/Resident's agreement to the following conditions:

1. I assume full responsibility for personal injuries and/or property damage caused by my pet and agree to indemnify the Board, the Association, the Managing Agent, the other Unit Owners and Residents and hold them harmless against loss, claim, or liability of any kind or character whatsoever arising or growing out of the privilege of having a pet in the building.
2. I will make immediate payment for any damage done by my pet to the property or persons.
3. My pet will be kept, maintained, and licensed in accordance with the regulations of any and all municipal bodies including all required rabies and other required vaccinations.
4. I understand that this agreement is governed by Article 7, Section 2 of the Gold Coast Galleria Condominium Association By-Laws and the Rules and Regulations.
5. I have read and I understand the current Rules and Regulations regarding pet activity, and I agree to abide by those rules. I understand that the Board of Directors may establish new or revised Rules in the future for the good of the entire Association, and I agree to abide by them.
6. If I am not the owner of the unit, I have the Unit Owner's permission to have a pet.
7. I agree to pay the Annual Registration/Renewal Fee, which is currently **$150/per dog/per year**. That amount will be billed directly to the unit owner's ledger. Subsequent years will be billed automatically in January for the entire year. It is the pet owner's responsibility to notify Management if the dog is no longer living in the unit.
8. *I have attached a recent color photo of my pet to this form.*

Unit Owner Signature: _____ **Date:** _____

Unit Owner Print Name: **Renter**

Signature: **Date:** _____

Renter Print Name: _____

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

CONDOMINIUM HOMEOWNER INSURANCE
ALL OWNERS MUST SHOW PROOF OF COVERAGE (AND RENTERS, IF APPLICABLE)

As adopted by the Board of Directors on 5/7/14, the Rules and Regulations have been revised including the following insurance requirements, which are effective immediately:

> *"**Damages to Personal or Common Property / Insurance Requirement***
> *If, due to any act or omission of a Unit Owner, a family member, household pet, a guest or other authorized occupant or visitor of a unit owner, damage is caused to the common elements, any unit or units owned by others, or if maintenance, repairs or replacements shall be required which would otherwise be at the common expense, then such unit owner shall pay for such damage, maintenance, repairs, and replacements as may be determined by the Board of Directors.*
>
> *However, at no time will the Association take responsibility for loss of personal belongings (i.e., furniture, appliances).*
>
> *Owners and/or renters must procure the appropriate property damage and personal liability insurance policies to cover such losses. Owners may be required to provide proof of current insurance to the Association or management, at such times as determined by the Board, to verify that the required insurance is in place."*

All owners must obtain insurance coverage for the unit effective the day of closing, regardless of whether the unit is occupied or not. **All owners are also responsible to ensure their renter has the appropriate renter's insurance.** Proof of insurance must be submitted to Management prior to closing and annually at the policy's renewal. Failure to submit proof of insurance will constitute a violation and may result in a fine as determined by the Board.

Please request that your homeowner's insurance agent include The Gold Coast Galleria Condo Assoc. as an "Additional Interested Party." An updated certificate will then be sent to Management automatically at the time of renewal. Send renewed certificates annually to:

Gold Coast Galleria Condominium Association
Attn: Management Office
111 W. Maple
Chicago, IL 60610

The current proof of insurance must indicate:

- Name of policy holder
- Address and unit included under policy.
- Policy Number
- Policy Term (dates of coverage from_ /to___)
- Property Coverage
- Liability Coverage
- Agent Contact and Phone Number

A current homeowner's policy must be on file with the Management office prior to a new renter moving into the unit. In addition, proof of renter's insurance by the new renter must be provided prior to their moving in.

If your insurance agent has questions, please have them contact the management office and we will put them in touch with the Association's insurance agent.

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

CONDOMINIUM HOMEOWNER & RENTER'S INSURANCE (continued)

It is the unit owner's responsibility to ensure that you have proper insurance coverage for your unit, whether this is your primary residence or if the unit is rented. If the unit is rented, the owner must provide the condominium homeowner's policy and ensure that his/her renter provides the renter's policy prior to moving in. We encourage you to request that your insurance agent provide you with the appropriate condominium homeowner's policy that meets your specific needs and that of the Association's governing documents and the Illinois Condominium Property Act. Below is an outline of what a condominium association policy typically covers and what unit owners must cover with their own homeowner's policy.

The Association Building Policies usually ensure:

- Commonly owned real property within the units, which often extends to:
  - Perimeter and partition walls and ceilings to the drywall, plaster, and primer only
  - Floors-concrete only
  - Built-in cabinets, if original developer installations
  - Built-in permanently attached appliances, if original developer installations
  - Plumbing and electrical fixtures, if original developer installations
  - Heating and air-conditioning systems, unless serving only your unit
  - Windows
- Common Association Liability
  - This extends to the common elements and limits common elements only. No liability coverage is provided within the units.
  - Workers' Compensation and Employer's Liability as it applies to the Condominium Association Employees only

Unit Owners need to insure their unit and all of their personal property. For example:

- Real Property, Alterations and Additions/Improvements and Betterments
  - Floor coverings (carpet, tile, hardwood, marble, porcelain, etc.)
  - Improvements and betterments
  - Any replacements or upgrades of cabinetry and fixtures
  - Decorating (finishing paint, wallpaper, paneling, mirrors, window treatments, etc.)
- Personal Property
  - Household contents (furnishings, clothing, dishes, etc.)
  - Storage locker contents
  - Non-built-in appliances (refrigerators, stoves, washers, and dryers, etc.)
  - Any replacements or upgrades of cabinetry and fixtures
- Personal Liability
  - For you, your guests, and your unit
  - Your domestic help (i.e., cleaning, dog walkers, nannies, etc.), under Workers' Compensation

All owners are highly encouraged to consider the following:

- "All Risk" coverage – this will best match the broad coverage on the Association policy.
- Combined limit for personal property, improvements and betterments and decorating items
- Additional Living Expense of Loss of Use if an insured peril prevents you from occupying your unit. Limits of coverage: at least 6 months, preferably 12 months
- Loss assessment coverage of at least $10,000

TO BE COMPLETED BY SELLER

MOVE-OUT REQUEST FORM

To make sure that your move-out will be as smooth as possible and to confirm your move-out request, all items noted below must be received at least 10 business days before your scheduled move-out date, or a $50 Rush Fee may apply. Please refer to the Move-Out & Move-In Instructions.

DATE:_____ UNIT # _____

NAME: _____ PHONE:

_____

EMAIL_____

Please be advised I am requesting to schedule a Move-Out of the above noted unit at Gold Coast Galleria Condominium Association. Moves are scheduled in 3 hour increments.

DATE: _____ FROM:_____ TO: _____
(TIME) (TIME)

1. *A **$350 non-refundable move-out fee** (for each move if scheduled on separate dates & times) will be charged to the Unit Owners account. If damage occurs during the move-out, any related charges will also be charged to the Unit Owners account.*
2. *A BEFORE and AFTER inspection will be done by the maintenance staff to confirm that no damage has occurred and/or no items or debris were left for removal in common areas or in the alley. A $20-$45/per yard disposal fee applies based on amount. The residents are responsible to ensure they are present during the inspections and the form is signed in both areas. If the resident leaves before this is done, then the resident waives the right to contest any noted damage or charges. Security deposits may be forfeited for non-compliance of the Rules and Regulations.*
3. *Management will bill any damage and/or disposal fees to unit owner's account. Any balance due seller will be confirmed 7-10 business days after the move. Additional charges above deposit received, if applicable, will need to be paid in advance of closing date.*
4. *I understand that moving dates are not guaranteed and are scheduled on a first come, first served basis and will not be scheduled until all applicable forms and fees are received by Management.*
5. ***I also understand that I must contact the Management Office at 312-482-9793 to confirm that my date is available before scheduling my movers.***
6. *Confirmation of damage to common areas and/or violations will be made within 7-10 business days after the move.*

_____ _____

Renter Signature _____ Date _____

Owner Signature _____ Date _____

TO BE COMPLETED BY BUYER

MOVE-IN REQUEST FORM

To make sure that your move-in will be as smooth as possible and to confirm your move-in request, all items on the Notice of Intent to Lease form must be received at least 10 business days before your scheduled move-in date or **a $50 Rush Fee may apply.**

DATE:_____ **UNIT #** _____ **EMAIL**_____

NAME: _____

PHONE_____

Please be advised I am requesting to schedule a Move-In to the above noted unit at Gold Coast Galleria Condominium Association. Moves are scheduled in 3-hour increments.

DATE:_____ **(TIME)**_____ **(TIME)**_____ **FROM:**_____ **TO:** _____

---

1. ***A $350 non-refundable move-in fee will be charged to the Unit Owners account for each move if scheduled on separate dates/times.*** No checks will be accepted in the Management Office. Any/all damage caused by the move will also be calculated and charged to the Unit Owners account. Owners must obtain reimbursement directly from the renter.

2. A BEFORE and AFTER inspection will be done by the maintenance staff to confirm that no damage occurred and /or no items or debris were left for removal in common areas or in alley. The resident is responsible to ensure they are present during the inspections and the form is signed in both areas. If the resident leaves before this is done, then the resident waives the right to contest any noted damage. A $20-$40 per yard disposal fee applies based on amount.

3. Management will bill any damage and/or disposal fees to unit owner's account. Move fines will be charged to the Unit Owners account for any move violations and non-compliance.

4. I understand that moving dates are **not** guaranteed and are scheduled on a first come, first served basis and will not be scheduled until all applicable forms and fees are received by Management.

5. *I also understand that I must contact the Management Office at 312-482-9793 to confirm that my date is available before scheduling my movers.*

6. *Confirmation of damage to common areas and/or violations will be made within 7-10 business days after the move.*

Renter Signature _____ Date _____

Owner Signature _____ Date _____

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

MOVE-OUT & MOVE-IN INSTRUCTIONS

Resident Moves & Deliveries

- To avoid separate move fees, residents are encouraged to schedule one move date and time. If different dates/times apply to different residents, then separate move fees will be billed as applicable.
- Loading dock and freight elevator access are available on a first come, first served basis and by reservation in advance through the Management Office. Passenger elevators and luggage carts may **NOT** be used for moves.
- All moves, deliveries and contractor access must be done through the freight elevator only:
    - **Monday – Fridays: 8 a.m. – 8 p.m.**
    - **Saturday – Sunday: 10 a.m. – 6 p.m.**
    - **Holidays – Moves and Construction are not allowed.**
- Furniture, appliances, and other deliveries also need to be scheduled, with the Management office to schedule the freight elevator in advance.
- The residents must be present during the move-in or delivery and must provide access to the unit and oversee the actual move. Management and maintenance staff provide keys or unit access.
- The approximate dimensions of the freight elevator are Door – 8' H x 3'5" W; Interior – 6'8" H x 5'4" W x 6' 8" D.
- Management reserves the right to deny use of the freight elevator or to request rescheduling of moves for reasons including, but not limited to, scheduling conflicts, emergencies, and unexpected or scheduled maintenance. Paid and pre-scheduled moves take priority over deliveries.
- The Association will not be held responsible, nor will it assume any costs incurred by movers because of delays or any other maintenance problem with the freight elevator. In the event the Service Elevator goes out of service during a move, the move must be suspended until that elevator is back in service.
- The unit owner will be held responsible for any damage to the freight elevator or other common elements because of the move. If a moving company is hired by the unit owner, it will be the unit owner's responsibility to obtain reimbursement from the moving company. Certificates of insurance naming the Unit Owner, Association and Management as additional insureds is strongly encouraged.

Important Reminders:

- All Moves (in or out) will **not** be allowed if the noted documents are not received in advance. All documents are required 10 days in advance, or a **$50 Rush Fee** may apply.
- The owner of the unit and/or the owner's representative is responsible to coordinate receipt of keys and other items from an outgoing renter. He/she is responsible to provide keys and all instructions to the residents moving into the unit.
- All questions should be directed from the renter to the unit owner regarding questions relating to the unit and service issues for non-Association items. The Management office can assist in answering building-related questions.
- The package room is not equipped to handle receipt of large or multiple box deliveries. Residents must be present or send an email to the Management Office to receive oversized boxes delivered to the property or they may be rejected and returned to the sender.

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

MOVE-OUT & MOVE-IN INSTRUCTIONS *(cont'd)*

- **Entry instructions must be personally entered on the Association's website to grant permission to guests to access your Unit. Management does not provide keys.**

Waste Removal:

It is the responsibility of the unit owner and/or renter to provide for the removal of packing boxes and other moving materials. Materials left for the Building Staff and/or in the alley for removal may incur extra cost—labor for staff clean-up and extra yardage that the waste company will charge, which will be billed back to unit owners.

The City of Chicago Fire Department and the Gold Coast Galleria Condominium Association prohibit leaving any storage items in the hallways & stairwell as these pose fire risks. Items found in these areas will be immediately disposed of.

Unit owners are **NOT** to throw boxes, hangers, wire racks/shelving units and other materials down the trash chute, which may stick and cause damage to the chute. You may call Maintenance to assist you in the removal of large boxes or submit a Service Request online at www.GoldCoastGalleria.com.

Utilities, Mail & Additional Information:

If you are moving out, it is your responsibility to cancel the additional service accounts you have set-up. If you are moving in, it is your responsibility to obtain the services that you will need to set up.

- **Door Phone Required for Intercom:** In order to be contacted by the front desk to be notified of guest or food delivery arrivals, you must plug in a corded phone to the phone jack located in the kitchen. This does not require a paid phone service as it is a direct one-way intercom from the front desk to each unit.
- **Electric Service**. Notify ComEd at **1-800-334-7661** of your closing/move-in date to begin electrical service and to provide them with your billing contact information.
- **TV Service. SilverIP provides Direct TV** satellite television as part of your unit's assessment; however, each resident must contact them to set up their individual account and installation. You may add additional services, which would be billed directly to you. Call 312-600-3820 for account set up and service calls (**see following page regarding DirectTV Receivers**).
- **Internet Service. SilverIP provides internet service** as part of your unit's assessment. You should be able to plug your personal router into a connection located in the bedroom or living room. If you would like to upgrade your service to a faster speed, please contact them at **312-600-3820** to set up an account for additional services and/or for service calls.

☐ **US Mail**. Notify the Post Office of your new mailing address: 111 W. Maple, Unit# Chicago, IL 60610

We recommend placing a label or taping a note inside your mailbox, which includes the names of those receiving mail at your address. If you should receive the wrong mail in your mailbox, we ask you please give it to the front desk. They will try and reroute the mail to the correct party or return to the mail carrier.

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

ZENTRO / DirectTV Service Receiver Boxes

As of January 1, 2021 all satellite TV receivers in every unit are property of Gold Coast Galleria Condominium and must remain in the Unit upon resident move-out.

PLEASE DO NOT REMOVE THE SATELLITE TV RECEIVERS FROM THE UNIT WHEN YOU MOVE OUT!

If a receiver is removed from the Unit and the next resident has to obtain a new receiver from ZENTRO, there will be a charge to that Unit Owner.

If you are moving out and have additional services that you are paying for, please remember to cancel your services, and close your account.

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

CONTRACTOR GUIDELINES

The following guidelines must be followed regarding the use of private contractors working inside a unit including, but may not be limited to movers, construction, electricians, painters, plumbers, housekeeping services, etc. It is the unit owner's and/or renter's responsibility to ensure that their contractors abide by all rules to proceed with any work. Any plumbing, electrical or structural work inside a unit must be approved in advance by Management and/or the Board of Directors.

To ensure the safety of all owners and the property, the following rules apply to all private contractors:

- Please visit the Association's website at www.GoldCoastGalleria.com to obtain a copy of the Construction Rules and Procedures. Before any work begins, all forms must be provided to Management depending on the Construction Category for your project. The construction fee will be charged directly to the Owner's account.

- **Category A Projects – only** require Construction Package, Page 12. Complete the form including the start and finish dates. Contact the Office to reserve the freight elevator in advance for all debris, materials, tools, appliances, and carpet cleaners.

- **Category B Projects** – complete documentation must be submitted in advance for approval. Contractors must provide current proof of insurance to building Management (see Construction Package Verbiage on page 4). Incomplete packages will delay the approval process and prohibit any work to commence within the unit.

- Tools and equipment are **not** allowed in the passenger elevators. The only elevator that may be used for moving tools, equipment, supplies, debris, large bulky items, etc. within the building is the freight elevator and it must be scheduled with Management in advance of usage.

- Residential unit construction work hours are:
  - **Monday – Friday: 8 a.m. to 8 p.m.**
  - **Saturday – Sunday: 10 p.m. to 6 p.m.**
  - **Holidays – Construction is not allowed**.

- All owners/residents must submit entry instructions online at www.GoldCoastGalleria.com to authorize contractors, service persons and all other workers, in order to access the Unit. Owners must provide keys.

- Upon arrival, all contractors and their workers must come to the Front Desk lobby to verify entry has been granted. All visitors entering the building must sign in with the door staff.

- Unless you allow your contractor to park in your parking space, there is no guest parking.

- Any debris must be taken away by contractors and not placed in Association dumpsters. Other arrangements may be made with Management in advance if the owner agrees to pay additional expenses.

TO BE COMPLETED BY BUYER

GOLD COAST GALLERIA CONDOMINIUM ASSOCIATION
RESIDENT EMERGENCY EVACUATION SURVEY

This Resident Emergency Evacuation Survey is to be completed by all residents of 111 W. Maple for the City of Chicago's Emergency Preparedness guidelines. Occupancy and disability data are gathered so that, in the event of an emergency, Police and Fire personnel will have critical information.

Please be aware that this information is strictly voluntary, but is highly recommended to provide, and will remain confidential. It is used for your safety if ever an emergency evacuation is necessary and will be updated annually. Re-submit the form if changes apply.

DATE: _____ **FLOOR:** _____ **UNIT: #**_____

Owner's Name(s):_____ **Phone:** _____

Resident or Renter's Name:_____**Phone:** _____

Resident or Renter's Name:_____**Phone:** _____

People who reside in unit:_____*Adults*_____*Children (under 18)*_____*Senior Citizens (over 65)*

Names of all who reside in unit: _____

Emergency Contact Name & Phone: _____

Name of Pets:____*None* _____*Cat*_____*Dog* / **Caged?** __*Yes* __*No* / **Other:** _____

Occupants Needing Assistance?_____**Yes** _____**No**

If yes, please complete below ***(i.e., Toddler, Elder, Disability, Wheelchair, Special Need, etc.):***

NAME:	**GENDER:**	**TYPE OF ASSISTANCE NEEDED:**
_____	**M / F**	_____
_____	**M / F**	_____

EMAIL DISTRIBUTION OPT-IN WAIVER AND

CONSENT TO ELECTRONIC DELIVERY OF NOTICES & OFFICIAL COMMUNICATIONS

This page to be completed by BUYER(S)

Dear Unit Owner:

Please help the Association save on paper, printing and mailing costs by opting in to receive electronic delivery of Association notices and other communications. Kindly complete the information below. Once completed, please return this form to the Management Office. Thank you for your prompt attention and cooperation.

The undersigned Owner(s) / Member(s) of the Gold Coast Galleria Condominium Association and/or the Gold Coast Galleria Garage Association (the "Association) hereby waive(s) any notice requirement and hereby requests and consents to electronic delivery for all Association communication including but not limited to; annual budget distribution, meeting notices and proposed changes to governing documents pursuant to Article IV Section 6 entitled "Notice" of the Association's Declaration and Section 18(a)(9) of the Illinois Condominium Property Act so long as notices are sent to the email address(es) listed below.

Notices will be deemed delivered on the date they are emailed so long as they are emailed to the email addresses provided below. Owner(s) understand that the Association will rely on the email addresses as provided. Owner(s) must expressly notify the Association in writing of any changes in email address(es) or revoke this waiver.

The undersigned further consent(s) to all other Association communication being delivered via email.

Unit #: _____ Parking Space Number(s): _____

Signature of Unit Owner (1): _____

Printed Name of Unit Owner (1) : _____

Email Address: _____

Date: _____

Signature of Unit Owner (2): _____

Printed Name of Unit Owner (2) : _____

Email Address: _____

Date: _____

UNIT INVENTORY

This page to be completed by SELLER(S)

Seller(s) Name(s): _____ _____

This transaction involves the sale of:

Unit number: _____

Parking Space(s) number(s): _____

Seller(s) Signature(s): _____ _____

Date: _____ _____

THIS IS INFORMATIONAL ONLY
DO NOT SUBMIT THIS PAGE WITH YOUR COMPLETED FORMS

ASSESSMENT PAYMENTS, WEBSITE AND AUTO PAYMENT

ASSESSMENT PAYMENTS

Once you have provided your Closing Statement to the Management office, we will be able to close out the owner account of the seller and create your new owner account where your monthly assessment charges will be billed. In addition, should you request any maintenance work order services, applicable charges will be billed to your account and they will appear on your assessment billing the following month.

A monthly statement will be mailed to you. If you prefer to pay online, please see the attached document describing Click-Pay, for making a one-time payment online or setting up a recurring auto-payment. Your payment must be received by the 10th of every month to avoid a late fee.

The on-site management office CANNOT accept assessment payments.**Please remember to make the check payable to "Gold Coast Galleria Condominium Association" and include your name, unit # and account number which begins with GC0111-(unit number) – ##.**

Checks may be mailed to:

Gold Coast Galleria Condominium
c/o FirstService Residential
PO Box 30427
Tampa, FL 33630

ASSOCIATION WEBSITE

All unit owners are encouraged to sign up for their individual account on the Association's website at
www.GoldCoastGalleria.com

You will need to create an account on the **My Association** portal where owners can verify meeting dates on the calendar, submit a Service Request, post an ad on the bulletin board and download important Association documents including, but not limited to: Declaration, Bylaws, Rules and Regulations, Construction Rules, Lease Packet, Sales Packet, Minutes, Year End Audits, etc.

FirstService
RESIDENTIAL

Manage & Pay Your Charges & Assessments Online

We provide a convenient and secure way for you to manage and make payments online through **ClickPay**. Get started by following the instructions listed below.

Step 1

Creating Your Profile

Visit www.ClickPay.com/FirstService, click **Register**, and then create your online profile.

Account Already Exists?
If you receive a message stating that an account already exists, you have already been pre-registered within ClickPay. Click the link within the activation email sent to you or simply request a password reset link to gain you access to your existing profile.

Step 2

Connecting Your Property

Enter the FirstService Residential account number found on your statement or coupon and the Last Name listed on the property agreement.

Last Name Entered Not Working?
Try the co-owner last name or if a business, the full name of the business associated with your unit.

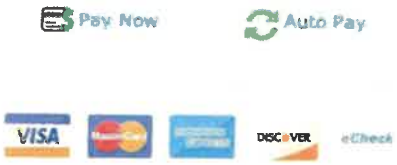
Direct-Debit Users
If you're looking to gain access to your existing automatic ACH Direct-Debit profile transition to ClickPay, you will be required to verify your banking details associated with this payment schedule.

Step 3

Setting Up Payments

From the home screen, select **Auto Pay** in order to set up automatic recurring payments or select **Pay Now** to make one-time payments.

Adding a Payment Option
*When setting up one-time or automatic payments, you will be required to select a new or existing payment option, including e-check (ACH) for **FREE** or credit and debit card for a nominal fee.*

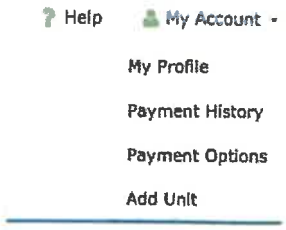


For more information on how to set up an automatic recurring payment through ClickPay, visit www.clickpay.com/gethelp.

Managing Your Account

From the home screen, select **My Account** in order to:

- *Manage or Update Your Profile*
- *View Your Online Payment History*
- *Manage or Add/Remove Payment Options*
- *Add or Remove additional properties*



Need Additional Help? Visit www.ClickPay.com/GetHelp or call 1.888.354.0135 (option 1).