GOLD COAST GALLERIA
CONDOMINIUM ASSOCIATION

Dear Unit Owner,

Enclosed, please find the necessary forms for leasing your unit. This packet provides valuable information to help protect your unit and ensure your new renter has a positive moving and living experience at Gold Coast Galleria.
As a reminder, the Association's relationship is with the unit owner, while the unit owner's relationship is with the renter and the owner's representative. It is the responsibility of the owner and their representative to:

- Provide the renter with all necessary information.
- Obtain all required documentation and fees from the renter.
- Ensure Management receives the required information.
- Ensure the renter understands and complies with the Association's Declaration, By-Laws, Rules and Regulations, and all procedures.

Please review the "NOTICE OF INTENT TO LEASE" form for leasing instructions and submit all required documents in one packet (unless otherwise instructed). This will ensure a smooth process for you and your new renter.
All leases must comply with the Illinois Condominium Property Act and the Association's Declaration, Rules, and Regulations, including but not limited to the following highlighted sections:

- Article 21 of the Declaration.
- Sale & Leasing Procedures section of the Rules and Regulations, including the use of a specific lease form with riders.
- All leases and renewal extensions upon the compilation of the original terms must be in writing and submitted to Management.
- Lease terms must be no less than six (6) months and no more than two (2) years. Month-to-month rentals are not allowed.
- No portion of a unit that is less than the entire unit may be leased.
- Units may not be leased for hotel or transient purposes, including but not limited to short-term or vacation rentals.

Lease documents received less than 10 business days prior to the leasing date may incur a $50.00 rush fee (in addition to applicable fees). Checks will no longer be accepted in the Management Office. All fees will be assessed to the unit owner, who is responsible for obtaining reimbursement directly from their renters. Any damage, personal items, or debris left for removal will be charged to the owner's account. Owners are encouraged to withhold their renter's security deposit until they verify with Management that there are no outstanding charges caused by their tenant.

All requests and leases must be legible and delivered to the Management Office a minimum of ten (10) business days in advance of the requested lease start and move-in date. Management is not allowed to release information to anyone except the lessor or their representative.

On-Site Management Office:
Hours: Monday, Tuesday, Thursday, Friday: 8:30 a.m. – 5:00 p.m. Wednesday: 10:00 a.m. – 6:00 p.m.
Phone: (312) 482-9793 **Fax:** (312) 482-9795

Anne Hoffman, On-Site Community Association Manager
anne.hoffman@fsresidential.com

Marie Williams Assistant On-Site Community Association Manager
marie.williams@fsresidential.com

FirstService Residential and the Association are not responsible for delays in leasing if the required documents are not received on time or if the owner, owner's representative, or renter does not follow applicable procedures. Freight elevator and loading dock reservations must be made in advance through the Management Office. These are available on a first-come, first-served basis and will be confirmed only after all documentation has been received.

The Association reserves the right to deny access to any individual who has not fully complied with all the procedures outlined in this packet and/or any Association governing documents.

NOTICE OF INTENT TO LEASE

DATE: _____ RESIDENTIAL UNIT: _____

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) have offered said unit for lease to:_____Name(s) of Renter(s)

2. All items below must be coordinated through the Owner or the Owner's agent and received prior to scheduling a Move Out or Move In and provided at least 10-days in advance of lease date, or **a $50 Rush Fee** may apply.

I/We herewith submit the below required completed, legible and fully executed documentation:

a) Signed/Dated Notice of Intent to Lease form

b) Agent Information form (or note "NA". where applicable)

c) Owner is responsible to provide Renter with Condo Declaration, By-Laws and Rules & Regulations. Owner may obtain documents at no charge at www.GoldCoastGalleria.com Management can provide documents to Owner for a fee of $50, which would be billed to owner's ledger.

d) Administrative Transfer Fee - $150 non-refundable charge will be billed to unit owner's ledger

e) Legible copy of Executed Lease – Must be ABOMA "C" form only. Lease must include Rider to Chicago Apartment Lease Residential Landlord and Tenant Ordinance Summary.

f) Lease Rider form - Signed by both Owner(s) and Renter(s)

g) Owner / Resident Information Form

h) Pet Registration (if applicable)

i) Proof of Renter's Insurance Policy with Liability Coverage (*effective prior to move-in date)*

j) Move-Out Request Form *(if unit is currently occupied)* **A $350 non/refundable Move-Out fee will be billed to owner's account for each move. The Office will not accept checks.**

k) Move-In Request Form. A **$350 Non-refundable Move-in fee will be billed to Owner's account for each move. The Office will not accept checks.**

m) Any damages to common area and/or debris left in dumpster or on the property after move will be charged to owner. Any move violations will be charged directly to the Owner's account. Lock Outs are billed a month after the occurrence.

n) Resident Emergency Evacuation Survey (Voluntary, but encouraged; updated annually)

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).

Owner Signature	Print Owner Name	Phone
Owner Signature	Print Owner Name	Phone

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 RENTERS 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. Keys will not be provided by Management.

This notice is to inform you that we are authorizing the below person(s) and/or company below permission to show our unit for the purpose of leasing and provide permission for them to act on our behalf as our owner's representative.

Not Applicable:_____

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

Work Phone: _____ **Cell:** _____

Email: _____

We acknowledge that we have explained to our Authorized Agent all procedures as 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, Lease Packet, Rules and Regulations, insurance requirements, forms for renter set-up and building access, plus 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 renter and/or their real estate agent, if applicable, all condominium procedures, renter's insurance requirements, amenity instructions, moving procedures and other applicable logistics. He/she will also be responsible to coordinate receipt of keys from either the unit owner or the current renter to the new renter.

We further acknowledge that the unit owner or the owner's representative will be responsible to obtain from the renter all completed forms from the Leasing Packet and will provide all information to Management in one packet a minimum of 10-business days in advance of requested move-in date.

Owner Signature	*Print Owner Name*	*Phone*
Owner Signature	*Print Owner Name*	*Phone*

GOLD COAST GALLERIA CONDOMINIUM ASSOCIATION
OWNER / RESIDENT INFORMATION SHEET

In a continuing effort to ensure 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 to Management.

Today's Date: _____

Gold Coast Galleria Condominium Association

Unit Address: 111 W. Maple

Unit # _____

Chicago, IL 60610

BILLING ADDRESS (if different from the property address and unit listed:

_____

_____

_____

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

Home Telephone # _____

Mobile Telehone # _____

Work Telehone # _____

Alternate Phone # _____

Email _____ Check box if no email ☐

2) Co-Owner's Name _____

Home Telephone # _____

Mobile Telehone # _____

Work Telehone # _____

Alternate Phone # _____

Email _____ Check box if no 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 case of NON EMERGENCY? ☐

EMERGENCY INFORMATION

Emergency Contacts: Name(s) and telephone number(s) for person(s) 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 _____

Mobile Telephone # _____

Work Telehone # _____

Home Telehone # _____

Relationship _____

2) Contact Name _____

Mobile Telephone # _____

Work Telehone # _____

Home Telehone # _____

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.)_____

UNIT #_____ NAME: _____

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 office.

OTHER INFORMATION YOU WOULD LIKE MANAGEMENT TO KNOW:

PLEASE RETURN THIS COMPLETED FORM TO:

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

Fax: #312-482-9795
Email: GoldCoastGalleria@DKCondo.com

Questions? Please call #312-482-9793

LEASE RIDER

ACKNOWLEDGEMENT AND ACCEPTANCE OF CONDOMINIUM GOVERNING DOCUMENTS:
This is to acknowledge that the undersigned prospective renter of the Gold Coast Galleria Condominium Association is in receipt of, has reviewed, understands and agrees to abide by all Condominium Governing Documents including, but not limited to, the Declaration, By-Laws, Leasing Packet, Rules and Regulations 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. Should any maintenance-related issues arise within the Unit, unless a water leak or an emergency, the renter should first contact the unit owner to determine if it is a unit owner responsibility or Association responsibility and obtain permission from unit owner to incur a maintenance work order expense to the unit. Service Requests are submitted online at www.GoldCoastGalleria.com. In the event of an emergency including, but not limited to, possible damage to the building, other units or common elements, Management at its sole discretion will initiate a work order without prior permission. Management and/or the Association are not responsible for costs incurred by renter on behalf of owner.

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 tenant from occupying a unit including eviction. Any costs would be billed back to the unit owner.

Renter Signature_____ **Date** _____

Print Name_____

Renter Signature_____ **Date** _____

Print Name _____

Owner Signature_____ **Date** _____

Print Name_____

Owner Signature_____ **Date** _____

Print Name_____

GOLD COAST GALLERIA CONDOMINIUM ASSOCIATION
ANNUAL PET REGISTRATION

_____ First-Time Registration _____ Renewal for Calendar Year

All pets must be registered with the Management office. Please submit one form with a corresponding photo/per pet. Return this form to the Management Office with the most recent picture of your pet(s).

Unit Number: _____ Phone: _____	Owner Name(s): _____ _____
Name of Pet:	Type: _____ Cat _____Dog _____Other If other: _____
Approx. Weight:	Breed(s):
Gender: _____ Male or _____Female	Color:
Email:	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.**
8. **PLEASE NOTE:** Pet registration is for the current year. 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/pet is no longer living in the unit.
9. **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: _____

111 W. Maple ◇ Chicago, IL 60610 ◇ Phone (312) 482-9793 ◇ Fax (312) 482-9795
www.goldcoastgalleria.com

CONDOMINIUM HOMEOWNER INSURANCE

All Owners must have current insurance coverage as adopted by the Board of Directors on 5/7/14. The Rules and Regulations have been revised including the following insurance requirements, which is effective immediately:

*"**Damages to Personal or Common Property I 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 for such losses. Owners may be required to provide proof of current insurance to the Association or management annually to verify updated 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 Association as an "Additional Insured Party." An updated certificate will then be sent to us automatically at the time of renewal.

Send Certificates 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*__)
- Limits and 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.

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 condo 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 insure:

- 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 limited 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

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(S):_____

PHONE: _____ **EMAIL:** _____

Please be advised I am requesting to schedule a Move-Out of the above noted unit at Gold Coast Galleria Condominium Association.

_____ **FROM:**_____ **TO:** _____
(DAY / DATE) **(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

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#**_____

NAME(S):_____

PHONE: _____ **EMAIL:** _____

Please be advised I am requesting to schedule a Move-In to the above noted unit at Gold Coast Galleria Condominium Association.

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

---

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 (if applicable **Date** **Owner Signature** **Date**

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.

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.

SilverIP / 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 SilverIP, 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.

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 in order 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 can begin, the 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 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 prohibits 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.

- Construction work hours are:

  - **Monday – Friday: 8:00AM to 8:00PM**
  - **Saturday – Sunday: 10:00AM to 6:00PM**
  - **Holidays – Construction is not allowed**

- Owners and Residents must submit entry instructions online at www.GoldCoastGalleria.com to authorize contractors, service persons and all other workers to access to the unit. Owners must provide keys.

- Upon arrival, all contractors and their workers must come to the Front Desk lobby to verify entry has be 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 owner agrees to pay additional expenses.

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	_____
_____	M / F	_____
_____	M / F	_____