

*James/Kilmer*  
Condominium Association

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## MOVE AGREEMENT

In accordance with the Rules & Regulations of the James/Kilmer Condominium Association, the undersigned must read the Move Procedures (on the reverse side) and confirm by signing this form below. This Move has been scheduled and time reserved through the Management Office of the Association.

In the event that for any reason whatsoever, without regard to fault, the scheduled Move is conducted outside the times allotted, the undersigned agrees to first obtain permission of the Management Office to extend the Reserve Time and to pay a \$15 per hour charge for the additional use of Association Employee during this extended time. **All moving will cease at 5 PM. There will be no exceptions.**

The undersigned acknowledges that they have received a copy of the Association Move Rules (reverse side), and understand that the Move may not, under any circumstances, extend beyond these limits. The Move shall be considered an "Illegal Move" under the Move Rules, and the undersigned may be subject to a fine of \$500 for each hour that the Move extends beyond the weekday or Saturday deadline. You must give 24-hour notice of a cancellation of day or time of a scheduled move.

Move-In Unit #: \_\_\_\_\_

Move-Out Unit #: \_\_\_\_\_

Date of Scheduled Move: \_\_\_\_\_

Reserved Time of Move: \_\_\_\_\_

Name(s) \_\_\_\_\_

Signature (s) \_\_\_\_\_

*Tenant/Owner*

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## Moving in and moving out

[Approved on April 18, 2000]

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### Scheduling a move

All moves in and out of James House and Kilmer House must be scheduled by the J/K Management Office. No moves will be scheduled for a Sunday. Unscheduled moves are considered as "illegal moves" and are subject to fine. The scheduling process includes the signing of a Move Agreement and, when appropriate, the payment of a transfer fee.

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New purchasers of J/K units are required to contact the Management Office shortly after signing an agreement to purchase. At that time, they may schedule the time for their move. Before moving in, they must provide Management with a copy of their closing statement.

New tenants are required to provide the Management Office with a copy of their signed lease before *scheduling* a move-in.

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### Transfer fees

A transfer fee must be paid before a resident is allowed to move into the James or Kilmer building. This fee is required regardless of whether elevators or security guards are used. The transfer fee covers the resident's move-in and move-out.

There is no transfer fee for moves within the same building, but a new transfer fee is required when a resident moves between the James and Kilmer buildings.

Transfer fees cover the costs for setting-up and changing administrative records, programming building entry keys, and for elevator usage and an on-duty security guard during the moves. The amount of the transfer fee is determined by the Board of Directors and is reviewed annually.

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### The move

1. Before the move begins, the security guard must have a signed Move Agreement form from the resident who is moving. If the resident has not already executed the Agreement with the Management Office, the guard will present the form for the resident's review and signature prior to beginning the move.
2. Moves are done using the service entrances of the buildings. The guard will direct the mover's vehicle to the appropriate loading area according to which building is involved and the size of the vehicle.
3. Moves are done using the service elevators of the buildings. One of the service elevators will be made available exclusively for the scheduled move; only that elevator may be used. In James House, no more than one service elevator at a time may be used for moves.
4. The security guard will inspect the service areas, elevator cabs, and corridors both before and after the move. Care should be taken in moving to prevent damage to these common areas. Any damage will be billed to the owner of the unit involved in the move.