



1560 N Sandburg Terrace
Chicago, IL 60610

P: 312.654.1560
F: 312.654.2082
jameskilmercondo.org

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. 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 from the Management Office to extend the reserved time and to pay a \$15 per hour charge for the additional use of the Association employee during this extended time.

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 unless prior arrangements have been made with the Management Office. The move shall be considered an "Illegal Move" under the Move Rules, and the undersigned may be subject to a fine of \$500. You must give 24-hour notice of a cancellation of day or time of a scheduled move.

Scheduling a Move In/Out

All moves in and out of James House and Kilmer House must be scheduled by the JK Management Office in advance. **Move times are Monday – Friday from 9:00 am – 1:00 pm or 1:00 pm – 5:00 pm, Saturday from 9:00 am – 1:00 pm only. There are no moves allowed on Sundays or National Holidays.** Unscheduled moves are considered as "illegal moves" and are subject to fine.

New Owners must provide the Management Office with the following: a copy of their closing statement, completed resident information form, and certificate of homeowner's insurance. At that time, they may schedule time for their move and complete the move in agreement.

New tenants are required to provide the Management Office with the following: a copy of a signed building standard lease, payment for the move in fee, and completed resident information form. At that time, they may schedule time for their move and complete move in agreement.

A Move Agreement and move fee are required prior to scheduling a move out.

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Move in and Move out Fees

- \$350.00 move in fee – This fee must be paid before a new resident is allowed to move into the James or Kilmer building.
- \$250.00 internal fee – A discounted internal move fee occurs when a current JK resident moves to another JK unit.
- \$350.00 move out fee – Prior to moving out of the James House or Kilmer House, the move out fee is required.
- All move in and move out fees are **required regardless of whether elevators or receiving room assistance is needed.**

Move fees cover the costs for setting up and changing administrative records, programming building entry keys, and use of elevators during the move.

The Move

1. Moves are done using the service entrances of the building. The Receiving Room personnel will direct the mover's vehicles to the appropriate loading area, according to which building is involved and the size of the vehicle.
2. Moves are done using the service elevators of the building. 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.
3. Receiving Room personnel 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.

Move-In Unit #: _____ **Move-Out Unit #:** _____

Date of Scheduled Move: _____

Reserved Time of Move: _____

Name(s) _____

Signature(s) _____

Tenant/Owner

Date _____