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*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 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. Time extensions may only be available between 1 p.m. and 5 p.m. ***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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## Scheduling a Move

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All moves in and out of James House and Kilmer House must be scheduled by the JK 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/move in fee.

New purchasers of JK units are required to contact the Management Office shortly after signing an agreement to purchase. Before moving in, they must provide Management the following: a copy of their closing statement, pay transfer fee, 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, completed resident information form, a copy of certificate of renter's insurance. At that time, they may schedule time for their move and complete move in agreement.

## Transfer Fees/Move in and Move out Fees

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- \$350.00 transfer fee – This fee is required anytime there is a change in ownership.
- \$350.00 move in fee – This fee must be paid before a new resident is allowed to move into the James or Kilmer building. **For new owners, the transfer fee covers the move in.**
- \$250.00 internal fee – A discounted internal transfer/move-in rate occurs when a current J/K owner or other resident purchases or moves to another J/K unit.
- \$350.00 move out fee – Prior to moving out of the James or Kilmer building, the move out fee is required.
- \$400.00 lease fee – This fee is charged for a new rental to unit owners that rent out their unit.
- All transfer fees and move in and move out fees are **required regardless of whether elevators or receiving room assistance is needed.**

Transfer fees/move fees cover the costs for setting up and changing administrative records, programming building entry keys, and use of elevators during the move. The amount of the transfer fee is determined by the Board of Directors and is reviewed annually.

## The Move

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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.