

# Brentwood of Palatine Condominium Association

315 W. University Drive, Suite A  
Arlington Heights, IL 60004

## MOVE-IN/MOVE-OUT FORM

Date: \_\_\_\_\_ Address/Unit #: \_\_\_\_\_

Move Date: \_\_\_\_\_ Move Start Time: \_\_\_\_\_ Move End Time: \_\_\_\_\_

Owner's Information: Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

If applicable:

Tenant Name: \_\_\_\_\_ Tenant Phone #: \_\_\_\_\_

**Please select one of the options listed below:**

\_\_\_\_\_ **New Owner**

- Completed Owner Information Form and copy of sales contract.
- Applicable fee and deposit, see Move Requirements below.
- **All forms, fees, and deposits MUST be sent in together or they will NOT be processed.**

\_\_\_\_\_ **New Tenant**

- Completed Owner Information Form, current lease and all supporting addendums, must be submitted to the management office prior to scheduling a move-in meeting.
- Applicable fee and deposit, see Move Requirements below.
- **All forms, fees, and deposits MUST be sent in together or they will NOT be processed.**

\_\_\_\_\_ **Move Out**

- Completed Owner Information Form and a forwarding address and phone number.
- Applicable deposit, see Move Requirements below.
- **All forms and deposits MUST be sent in together or they will NOT be processed.**

**Move Requirements:**

**Fees & Deposit:**

- **For Move-In Only:** Administrative fee of **\$150.00** in the form of check or money order payable to **Hughes Management & Consulting Corp.** This is non-refundable.
- Move-In/Move-Out deposit of **\$200.00** in the form of check or money order payable to **Brentwood of Palatine Condominium Association.** Up to \$200.00 of Move-In/Move-Out deposit is refundable after an inspection has determined that no damage has taken place during the move. The cost of any damage will be deducted from the deposit; any damage exceeding the deposit will be a bill back to the unit owner. At the completion of the move in/out, the management company should be notified to do a visual inspection.

**Scheduling:**

- Prior to any closing of a sale, a mandatory meeting with an Association representative must take place with the new owner(s) at the management office.
- Prior to any leasing of a unit, a mandatory meeting with an Association representative must take place with the owner(s) AND new tenant(s) at the management office.
- **Before any meeting all required forms and fees/deposits must be submitted to the management office.** The owner (and tenant if applicable) must bring the Declaration & Bylaws and Rules & Regulations of Brentwood of Palatine Condominium Association to the meeting.
- All Move-In/Move-Outs must be scheduled with the management office at least 72 hours prior to the move. Allowable moving times are Monday-Saturday 8:00 AM to 7:00 PM and Sunday 10:00 AM to 5:00 PM.
- New owners must submit a copy of the closing settlement statement and proof of insurance within seven (7) days of closing.

Unit Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Date Paid: \_\_\_\_\_ Check Amount: \_\_\_\_\_ Inspection Date Completed: \_\_\_\_\_

Comments: \_\_\_\_\_ Refund Issued: \_\_\_\_\_ Amount: \_\_\_\_\_

Phone: 847-577-3160 Fax: 847-577-7520

EXHIBIT F

Email: [info@hmcc1.com](mailto:info@hmcc1.com) Website: [www.hmcc1.com](http://www.hmcc1.com)

2/2021