

MOVE IN PROCEDURES

2500 Lakeview Association
2500 N. Lakeview
Chicago, Illinois 60614
773-525-2500
Fax 773-525-2573

Forms and Necessary Documents:

- 1) Call Management 30 days ahead to schedule a move in date. Move in time allotments are 8:30 AM until 4:30 PM, Monday through Friday only. Weekend moves are not allowed.
- 2) Before approval for your sale or lease is given, Management will need a \$200 check (non-refundable) for elevator usage and a \$100 security deposit on the elevator. Please write 2 separate checks and payable to **The 2500 Lakeview Association**. As soon as Management receives the checks, you can schedule a move-in date.
- 3) Completed resident information sheet.
- 4) If parking is required in garage, a parking application must be filled out in the garage office; a copy of your car registration is needed.
- 5) If you are a pet owner, a Pet Registration form must be filled out and signed, and returned to Management along with a picture of your pet.
- 6) All bicycles must be registered with management and a sticker affixed to your bike.
- 7) If you will need an extra common area key, you may obtain one from Management for a \$25 fee.
- 8) Notify Management how you want your name to read out on the door entry system. This must be in the same layout with the current system.