

# TOWN HOUSE CONDOMINIUM ASSOCIATION

718 S. Seventh Street  
Phone: 217/544-7491

Springfield, IL 62703  
Fax: 217/544-7495

## CREDIT REPORT – REQUIREMENT

Before residency is approved at the Town House Condominiums, all potential buyers/renters/occupants (over the age of 18) must furnish **(NOT COPIED, FAXED OR EMAILED)** a recent (within the last 30 days) original credit report secured from their bank or other legitimate report service, which shows their **total number** credit score.

This should be submitted along with the Contract of Sale/Lease/Transfer Agreement and completed "Resident Screening Inquiry Form" to the Board of Directors of the Town House Condominium Association **30 days before such transfer.**

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I certify that the total score credit number given on the attached credit report is true and unaltered to the best of my knowledge.

UNIT # \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

(Attach this signed form to the credit report when submitted)

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## Application for Residency

Before residency is approved at the Town House Condominium a copy of the Contract of Sale/Lease/Transfer Agreement (per Paragraph 19 of the Condominium Declaration and Bylaws) must be submitted to the Board of Directors of the Town House Condominium Association **30 days before such transfer**. In addition, the seller/landlord/transfer agent must provide the following information, along with the completed "Resident Screening Inquiry Form" (attached):

Unit # \_\_\_\_\_

Unit to be Owner Occupied \_\_\_\_\_ Leased \_\_\_\_\_  
(total number of units currently leased must be under 15% for lease option to be available-per Rule #3 of the Rules and Regulations)

Applicant Name & Address: \_\_\_\_\_  
\_\_\_\_\_

\* The signature below indicates that all the information provided above is true and correct, and that I have received, read and agree to abide by the following:

- 1) Condominium Declaration and By-Laws of the Town House Condominium Association
- 2) Rules and Regulations Governing Use and Occupation of Units of the Town House Condominium
- 3) Town House Security Procedures for All Residents

● Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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## RESIDENT SCREENING INQUIRY FORM

(All information must be completed, failure to do so may result in denial)  
**(All residents over 18 must complete and sign their own application)**

Please Print:

Applicant's Full Name \_\_\_\_\_ Unit # \_\_\_\_\_

Unit to be Owner Occupied \_\_\_\_\_ Leased \_\_\_\_\_

Phone # \_\_\_\_\_ DOB \_\_\_\_\_

Social Security # \_\_\_\_\_ Drivers Lic. # \_\_\_\_\_

Total number of adults living in unit \_\_\_\_\_ Children \_\_\_\_\_ (under age 18)

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long at this address: \_\_\_\_\_

Own \_\_\_\_\_ Rent \_\_\_\_\_ Landlord's Name/# \_\_\_\_\_

Previous Address (if current address less than 3 yrs.) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ How Long at this address: \_\_\_\_\_

Own \_\_\_\_\_ Rent \_\_\_\_\_ Landlord's Name/# \_\_\_\_\_

Automobiles:

Auto #1 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Plate \_\_\_\_\_

Auto #2 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Plate \_\_\_\_\_

Auto #3 Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Plate \_\_\_\_\_

Place of Employment \_\_\_\_\_ Position \_\_\_\_\_ Phone # \_\_\_\_\_

How Long at Job \_\_\_\_\_

Personal References:

Name \_\_\_\_\_ Yrs.Known \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Yrs.Known \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Yrs.Known \_\_\_\_\_ Phone # \_\_\_\_\_

## **CONSENT TO OBTAIN INFORMATION FOR RESIDENT SCREENING PURPOSES FOR TOWN HOUSE CONDOMINIUMS**

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the release of all criminal history information reports, private merchants' dishonesty, drug offense and violence reports for the purpose of residency, to The Town House, through an outside company.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **NOTICE FOR SELLING (LEASING) AND NEW OWNERS/RESIDENTS**

### **OWNERSHIP TRANSFER/MOVE OUT /MOVE IN FEES**

The Move Out and Move In Fees cover expenses associated with selling/leasing and buying/renting a condominium unit at the Town House (document preparation, background checks, reassigning mailbox, elevator maintenance, etc.). The Fees are as follows:

**Ownership Transfer/Move Out Fee - \$50.00** – Paid by **Seller/Renter** - due prior to transfer/moving/closing/leasing

**Move In Fee - \$125.00** – Paid by **Buyer/Renter** – due within 30 days of closing/lease start date.

**Effective January 1, 2006**

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## **NOTICE FOR SELLING AND NEW OWNERS/RESIDENTS -WINDOW COVERINGS-**

PLEASE BE ADVISED OF THE FOLLOWING RULES & REGULATIONS  
ADDITION PER AMENDMENT DATED JUNE 22, 2007.

28) All window coverings visible from the exterior must be uniform throughout the building. **The original sun drapes must be replaced at the current owner's expense with vertical blinds that meet Home Owner Association specifications before the unit can be sold.** Please contact the Building Engineer for a description of the vertical blinds that meet HOA specifications. (Amended 6/22/07)