



# **BUYER'S TRANSFER PACKET**

January 1, 2005

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# Transfer Packet-Buyer

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**Dear Resident,**

**Welcome to Wyndham Club Condominiums.** On behalf of the Board of Directors (“the Board”) and the Management staff of the Association, we would like to welcome you to the community.

We sincerely hope that you will enjoy living here and will become an active participant. Wyndham Club Condominium Association is governed by its Declaration, Bylaws, Rules & Regulations, and resolutions. You should receive a complete set of these documents at your closing.

The on-site management office (front office) is located at the Clubhouse, 1215 Wyndham Court and is open from 9:00 AM to 5:00 PM Monday through Friday and from 9:00 AM to 12:00 Noon on the second Saturday of the month. The times for the open Saturdays may vary from time to time. It is recommended to phone ahead or refer to the website [www.wyndhamclub.com](http://www.wyndhamclub.com) for verification.

Monthly assessments are to be paid on the 1<sup>st</sup> of every month. Sellers are responsible for notifying the Buyers of the assessment amount. Please refer to the “Assessment” portion of the transfer packet for further details.

As referred to in the Declaration of the Association, Owners are responsible for their own insurance coverage. If requested, please contact your agent and have them furnish a copy of the certificate of your policy to the front office. Please refer to the “Certificate of Insurance” portion of the transfer packet for further details.

The Wyndham Club Condominium Association Board of Directors meet periodically throughout the year at the Clubhouse. Please refer to Wyndham Club website, watch for postings or contact the Management office for meeting dates and details.

The Home Owners Annual Meeting occurs once each year. Notification of the meeting can be found in the mailing which is delivered to your home.

The use of the bulletin board at the Clubhouse helps the Management office and the Board to communicate with the homeowners. Additionally, there are bulletin boards displayed in each of the Condominium main entry foyers. Please do not post anything on these boards without the express written consent of the front office.

We hope that you will make communication a two-way situation. The Board enjoys speaking with homeowners and solving situations before they become problems. From time to time, you may receive correspondence from the front office. Items that are mailed include annual voting packages, seminars held in the Clubhouse, and letters or notices regarding violation of rules.

We wish you happiness in your new home at Wyndham Club.

Sincerely,

Wyndham Club Condominium Association  
Board of Directors

**Introduction**

This package contains information on the procedures that need to be followed so that the sale or purchase of your home at Wyndham Club Condominiums will proceed without delay.

**Responsible Parties**

Only the Buyer or Seller should fill out and sign the necessary forms contained in this package. The real estate agent, broker, attorney or secretary **should not** fill out the forms or sign unless proper documentation is included with the return of the documents stating someone other than the buyer or seller is authorized to sign on their behalf.

**Assessments**

Assessments are due and payable on the first day of each month. The homeowner who is selling should pay the assessment for the month in which the closing will take place.

The Buyer should be informed of the correct monthly assessment prior to closing. If you have elected to use a coupon book to make your payments, this coupon book should be given to the new homeowner at the closing. The Buyer should delete the Seller's name, but not the address from the coupon and make the payment using this coupon book.

The Buyers should be advised that their monthly assessment should be made payable directly to the Wyndham Club in the amount of \$\_\_\_\_\_ . \_\_\_\_\_. The assessment payment should be mailed directly c/o Hillcrest Property Management P.O. Box 66293 Chicago, IL 60666. Payments are no longer accepted by the office at the clubhouse.

**Declarations and By-Laws**

If a copy of the Association's Declarations and Bylaws have not been provided to the Buyer, they should be conveyed as soon as you have a signed agreement of sale. The Buyer needs these documents to secure a loan, purchase insurance and familiarize themselves with the governing documents of the Association.

1. Declaration of Covenants, Conditions and Restrictions and Easements for Wyndham Club Condominiums
2. Bylaws Homeowners Association

**Rules & Regulations**

A copy of the Association's Rules & Regulations should also be given to the Buyer so they can familiarize themselves with the rules and regulations of the Association prior to moving into the community.

**If the Seller has misplaced their copy of these documents to provide to the Buyer, the Seller can access this information from the Wyndham Club website [www.wyndhamclub.com](http://www.wyndhamclub.com) by clicking the "Regulations" button.**

**Sales Contract**

The Seller should provide a copy of the signed sales contract to the front office.

**Certificate of Insurance**

A certificate of insurance from the Association's insurance carrier will be necessary to complete a closing. The Buyer will not be permitted to close without this document. The front office cannot order this certificate. The lending institution, the Buyer's attorney, or the Buyer must order this certificate.

Please contact CISA Insurance via phone at 847-870-7000 for a request of the certificate of Insurance for Wyndham Club, its Board of Directors and agents.

Each homeowner is responsible for purchasing insurance for their individual home. The home should be covered as if it were a single family home. Please review Article 5 Section 5.8 of the Association's Bylaws and Chapter 12 of the Rules and Regulations so you may identify what exactly you, the homeowner, are responsible for relating to any damage that may occur from within or outside the home. The Association is not responsible for insurance coverage other than for the Common Elements.

**Budgets**

A copy of the current and previous years' Wyndham Club Condominium Association budgets are available upon request. The copies of the budgets should be given to the Buyers who in turn will convey them to their lending institution, if required

**Pets**

Domestic pets are permitted in Wyndham Club Condominium Association and on the Common Elements. Please review Article 7 Section 7.1(e) of the Association's Bylaws and Chapter 13, Section 6 (a)(b)(c) and (d) in the Rules & Regulations for more information and restrictions.

**Rental Restrictions**

Rentals are permitted in the Wyndham Club Condominium Association. Please review Article 7 Section 7.1 (m) and all other sections of the Association's Bylaws and Chapter 15 of the Rules & Regulations for more information.

**Signage/Lock Box Restrictions**

For Sale and Open House signs are NOT permitted... Per the Palatine Fire Code Ordinances, lock boxes are not permitted on the main building security doors. Please contact the front office if a realtor, resident, or other agent has questions regarding placement of a lock box when showing a Unit.

**Owner/Renter Information Form**

An Owner/Renter Information Form must be completed by the Buyers and returned to the front office, prior to closing.

**Moving Procedures**

Moves may not begin before 8:00 AM and should conclude by 8:00 PM, Monday through Saturday. Moves are not allowed on Sundays. If moving activity needs to occur beyond these hours and days, please notify the front office when scheduling the move. Moves (in or out) are to be scheduled at least ten (10) business days in advance. Please contact the front office to schedule your move. Please review the Rules & Regulations Chapter 16 for more information. Please review Chapter 16 of the Rules & Regulations for more information.

**Contact the front office for information regarding the disposal of large items, including major appliances, rugs and furniture. An additional fee will be required for any unusual deposit of items. See the Rules & Regulations for more information.**

**Communication Documents**

All forms and checks requested in this package must be returned to the front office in their entirety. A checklist is provided to assist you. If any form is not present nor the proper checks included, the front office may have difficulty assisting in the closing procedures.

Your cooperation and understanding of the closing process is essential to a smooth closing. Representatives of the Association will make every effort to help with the process. The front office cannot fill in any of the forms for you but will assist with any questions or concerns from the Seller/Buyer.

All information needs to be returned to the management office no later than thirty (30) days before a scheduled closing.

All processing fees (**except the fee for the paid assessment letter**) must be included with the paperwork and should be made payable to Wyndham Club. Paid assessment letters are generated directly from the on-site Office. The telephone number is: 630-627-3303 and the fax number is: 630-627-5281. Normal business hours for Hillcrest Property Management are Monday through Friday 9:00 AM to Noon and 1:00 PM to 5:00 PM.

**Maintenance Request Forms**

Homeowners are required to complete a Maintenance Request Form (Exhibit H found in the Rules and Regulations) for any Association related work to the exterior of a Unit. Homeowners can also contact the front office for any Association related repairs or for other questions regarding their Unit maintenance problems.

**Parking Sticker/Association Facilities Information**

Wyndham Club Condominium Association requires vehicle stickers to be displayed. The Wyndham Club permit stickers are provided free of charge within 30-days of your move in date. Replacement and post 30-day grace period windshield stickers cost \$30.00 each. A maximum of two (2) parking permit stickers will be issued per unit address. Wyndham Club Condominium Association parking permit stickers may be purchased from the front office during normal business hours.

The Village of Palatine requires all registered vehicles to display a village sticker. Please visit the village for more information. The village Web site is: <http://www.palatine.il.us/finance/stickers.htm>. The phone number for the village is: 847-358-7500.

Wyndham Club Condominium Association requires residents to display an electronic key while using the Association facilities (pools, fitness rooms and locker rooms). Electronic keys may be obtained from the front office during normal business hours for a fee of \$25.00.

**Buyer Attorney/Realtor Information**

Name of Attorney of **Buyer**: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Name of Realtor of **Buyer**: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**WYNDHAM CLUB MOVE IN APPLICATION**  
**CONDO/TOWNHOME BUILDING # \_\_\_\_\_**  
**UNIT # \_\_\_\_\_**  
(Please fill in)

This application is to be completed and mailed or delivered (address below) with a two checks, one for \$100.00 and the second for \$50.00, payable to Wyndham Club for the following:

1. \$150.00 Inspection fee, where \$100.00 is refundable after it has been verified that
  - a. All move-in rules have been followed.
  - b. No damage to common areas occurred during the move.
  - c. The moving party has cleaned the common areas.

**Please note!** If the post-move inspection reveals that damage has occurred during the move or that cleaning has not been completed, repair and/or cleaning charges will be deducted from the deposit before the amount to be refunded is determined. If damages exceed \$100.00, the deposit will be retained and the additional charges will be billed to the owner.

Mail or deliver checks with this completed application form to:

**Wyndham Club Condominium Association**  
**1215 Wyndham Court**  
**Palatine, IL 60074**

**NAME:** \_\_\_\_\_

**NEW WYNDHAM ADDRESS:** \_\_\_\_\_

**REAL ESTATE AGENT:** \_\_\_\_\_  
(If one used)

**DATE OF MOVE:** \_\_\_\_\_      **TIME OF MOVE:** \_\_\_\_\_

I (We) have read the rules and regulations set by Wyndham Club Board of Directors regarding the moving procedures. I (We) understand that the deposit will be refunded after the terms and conditions stated above have been met.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**DEPOSIT REC'D:** \_\_\_\_\_      **AMOUNT:** \_\_\_\_\_      **CHECK #'s:** \_\_\_\_\_  
(Date Paid)  
**REFUND PAID:** \_\_\_\_\_      **AMOUNT:** \_\_\_\_\_  
(Date Paid)

## Check List for Closing

The items on this check list include information either to be delivered to the front office prior to closing OR provided to the Buyer at closing.

- Copy of Sales Contract (to office)
- Move-in Application with \$150.00 and move-out date must be delivered to the front office.
- Buyer's Attorney/Real Estate Agent information (to office)
- Owner/Renter/Occupant Information form (to office)
- Keys to the Unit must be secured from the Seller. Neither the front office, nor the off-site management office has keys to individual Units.
- Keys to the main entry door (Condominiums only) must be secured from the Seller. The front office will be able to secure duplicate sets for a fee.
- Mailbox keys must be secured from the Seller. The front office **cannot** duplicate mailbox keys. This is a federal offense. The old lock can be replaced with a new set of keys (two keys to a set) for a \$25.00 fee.
- Electronic keys for pool and fitness room access must be secured from the Seller. The front office will be able to issue a key for the new homeowner. If the electronic keys are lost after receiving one, a new one can be issued for a \$25.00 fee.
- The assessment coupon book should be given to the Buyer at closing.
- The Wyndham Club Condominium Declarations and Bylaws (Condominium Report) and the Rules & Regulations documents should be given to the Buyer at closing.

**UNIT OWNER / RENTER/ OCCUPANT INFORMATION FORM**

THE ASSOCIATION'S DECLARATION, WHICH HAS BEEN RECORDED AGAINST THE PROPERTY, PROVIDES THAT ALL PURCHASERS OF UNITS AND/OR THEIR RESIDENTS AND TENANTS, UPON ACCEPTANCE OF A DEED, AGREE TO BE BOUND BY THE PROVISIONS OF THE DECLARATION, BY-LAWS AND RULES AND REGULATIONS OF THE ASSOCIATION, INCLUDING RULES RELATED TO SUCH ITEMS AS PETS, PARKING, AND USES OF THE UNITS. OWNERS ARE REQUIRED TO SUPPLY TENANTS WITH A COPY OF THE CURRENT RULES AND REGULATIONS.

**ALL RESIDENTS OF WYNDHAM CLUB MUST PROVIDE THE FOLLOWING INFORMATION:**

Unit Address: \_\_\_\_\_

Resident Status:      Unit Owner                      Renter              Occupant

Names of all residents	Home Phone	Work phone	Cell phone	Email address(es)

*If different than above, please provide Unit Owner information:*

Name:					
Address:					
Home phone:		Work phone:		Cell phone:	
Email address(es):					

*Information for vehicles located on property*

Make/Model	Color	Year	License Plate Number/State	Sticker # (for office use)

**UNIT OWNER / RENTER/ OCCUPANT INFORMATION FORM**

*Please list pet information separately*

Dog, cat or other	Breed / description	Name

Emergency Contact: In the event you can not be reached in an emergency, please provide the name and phone number of a friend or relative nearby that would have keys to your residence.

*Unit Owner's Emergency Contact*

Name:		Phone:	
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*Renter's Emergency Contact*

Name:		Phone:	
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I/(WE), THE UNDERSIGNED OWNER(S)/RENTER(S)/OCCUPANT(S), CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I/(WE) FURTHER CERTIFY THAT I/(WE) HAVE READ ALL THE INFORMATION CONTAINED IN THIS DOCUMENT, INCLUDING THE NOTICES CONCERNING MY(OUR) OBLIGATIONS.

\_\_\_\_\_  
Signature of  
Owner(s)/Renter(s)/Occupants(s)

\_\_\_\_\_  
Signature of  
Owner(s)/Renter(s)/Occupants(s)

Dear Homeowner:

Attached please find an ACH Authorization form. Completion of this form will authorize the automatic payment of your monthly assessment from your checking or savings account. Homeowners taking advantage of this program will no longer need to mail their monthly assessments. This will help eliminate payments being late or lost in the mail. It will also serve as a convenience for those homeowners who travel or are frequently out of town.

Monthly ACH transmissions are done on or around the 10<sup>th</sup> of each month. If the 10<sup>th</sup> falls on a weekend, the ACH transmission will be made on the Friday preceding the 10<sup>th</sup>. ACH transmissions continue to be taken according to the information provided until our office has been notified, in writing, of any changes or cancellation requests.

If your ACH payment is returned for any reason, your assessment payment will be considered late, and a late fee will be placed on your account. A returned payment fee of \$29.50 will also be placed on your account. As a result, it is very important that your funds be available when each monthly ACH transmission is made.

If a homeowner has more than two (2) ACH payments returned in a twelve (12) month period, they will be removed from the ACH program. The homeowner will not be eligible for the ACH program until one (1) year after they are removed, provided that their payment history for that year stays current.

Many homeowners complete the authorization form, but neglect to attach a voided check, as stated on the form. Forms which are not completely filled out, or do not have a voided check attached to them, will be returned to the homeowner for completion. In order to expedite your authorization, please complete the entire form, attach a voided check, and return the form to our office:

Hillcrest Property Management  
55 West 22<sup>nd</sup> Street, Suite 300  
Lombard, IL 60148

Should you have any questions, please contact your Bookkeeper, Jan Rogers, at our Lombard office: 630-627-3303 ext. 32.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)	
Name of Association _____	
Homeowner _____	Unit _____
Name(s) _____	Address _____
(Please Print)	
<p>I (we) hereby authorize HILLCREST PROPERTY MANAGEMENT, hereinafter called COMPANY, to initiate credit entries to my (our) ___ Checking Account / ___ Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to credit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. Law.</p>	
Depository Name _____	Branch _____
City _____	State _____
Routing Number _____	Account Number _____
<p>This authorization is to remain in full force and effect until COMPANY has received <b>written notification</b> from me (or either of us) of its termination in such time and such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.</p>	
Date _____	Signature _____
<p><b><i>A voided check from the authorized account referenced above must be attached.</i></b></p>	
<p><b>NOTE: ALL WRITTEN CREDIT AUTHORIZATIONS <u>MUST</u> PROVIDE THAT THE RECEIVER MAY REVOKE THE AUTHORIZATION ONLY BY NOTIFYING THE ORIGINATOR IN THE MANNER SPECIFIED IN THE AUTHORIZATION.</b></p>	

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For Office use only:		
RCVD _____	ENTERED _____	1 <sup>ST</sup> MONTH _____
UNIT # _____	ASSM \$ _____	INIT _____