

RANDOLPH PLACE RESIDENCES

165 N. Canal Street, Chicago, Illinois 60606

Phone 312/627-1332 Fax 312/627-1335



UNIT RENTER CHANGE FORM



Unit changes will not be recognized at Randolph Place Residences unless a Unit Change Form is completed and submitted to the management office. Submit the Unit Change form if you are moving into Randolph Place as a new owner, a new renter, an additional resident moving in with an existing resident, or an owner who wishes to inform us of an address change for assessment statements and correspondence. Closing documents must accompany ownership changes, and a lease must accompany rental changes.

Please Check One:

- Renter Change
- Additional Resident in Unit

➤ **Anticipated Date of Change** _____ **UNIT #:** _____

PK SPACE#: _____

➤ **Current OWNER Information**

Last Name _____ First Name _____

Work Phone _____ Cell Phone _____

New Home Phone: (312) _____ Email _____

➤ (circle one) **New Renter 1** **Additional Resident 1**

Last Name _____ First Name _____

Work Phone _____ Cell Phone _____

New Home Phone: (312) _____ Email _____

➤ (circle one) **New Renter 2** **Additional Resident 2**

Last Name _____ First Name _____

Work Phone _____ Cell Phone _____

New Home Phone: (312) _____ Email _____

NOTE: MUST ATTACH AUTHORIZED COPY OF LEASE AGREEMENT

PARKING GARAGE INFORMATION:

PARKING SPACE #1: _____
Automobile Make/Model: _____
Automobile Color/Year: _____
License Plate #: _____ State: _____

PARKING SPACE #2: _____
Automobile Make/Model: _____
Automobile Color/Year: _____
License Plate #: _____ State: _____

OWNERS ADDRESS CHANGE: _____

Will any person(s) under the age of 18 live in the unit? Yes No

If yes, please provide:

Name	Date of Birth

Person to Contact in Case of an Emergency

Name _____ Phone _____

Do you have a handicap that would require assistance in case of an Emergency in the building? Yes No

Do you have a pet? Yes No *If yes, you must register your pet, using the Pet Registration Form.*

"I, as the new Owner/Renter, have read and agree to be bound to the Declaration and the Rules and Regulations of the Randolph Place Residences Condominium Association. I also certify that the facts contained in this application are true and complete."

Signature _____ Date _____

Signature _____ Date _____

MUST ATTACH NEW AND/OR REVISED LEASE AGREEMENT