

## **ROYAL HILLS RESALE INSTRUCTIONS**

***Congratulations on the sale of your home. Please follow these instructions carefully to ensure the timely and accurate closing of your unit. The following procedures are necessary for the completion of a Paid Assessment letter and/or 22.1.***

By requesting any information from this site, the unit owner allows the release of information requested by the above listed parties on the unit, and accepts any responsibility for any incorrect information which may result in reprocessing or additional fees thereof.

**All assessments or balances MUST be paid through the month of closing payable to Royal Hills .** The final assessment payment is to be made in the form of certified funds, no personal checks accepted due to time sensitivity. Please forward this payment to Williamson Management, 215 William Street, Bensenville, IL 60106. **After ALL PAYMENTS have been made and cleared by the bank, a release letter will be issued.** You must pay for items through this web site by credit card or check and use the Georgia address to send this payment ONLY. All documents & deposits must be forwarded to Management.

As part of your closing process, you must provide the buyer with the following items. If you are missing any items that Management can replace, you may purchase them from this site if available.

- Declarations and Bylaws
- Rules & Regulations
- Unused monthly assessment coupon book
- Mailbox and house keys (replacement not available from management)
- Two (2) Medeco Keys must be given to buyer at closing, replacement cost \$50.00
- Garage Door Opener must be given to buyer at closing, replacement cost \$72.00

You must purchase the paid assessment letter through this site and any further resale documents you may need, please make sure you provide the completed release form, signed rental form, moving deposits & fees, moving deposit forms and all Admission Forms A through F (all required forms are below) & contract pages (1<sup>st</sup> pg & signature pg only).

**ALL 6 ADMISSION FORMS MUST BE SUBMITTED SEVEN (7) DAYS PRIOR TO ORIENTATION. THE BUYER MUST HAVE AN ORIENTATION 10 DAYS PRIOR TO PAID ASSESSMENT LETTER BEING RELEASED. BUYER MUST CALL MANAGEMENT 630-787-0305 TO SCHEDULE.**

Please inform the buyer they must meet for an orientation prior to closing, cost is \$100.00 payable to Williamson. Please have them contact Management at 630-787-0305 to schedule.

There is a \$100.00 non-refundable moving fee and a \$400.00 Damage deposit that is required from the seller and the buyer. These checks must be payable to Royal Hills in the form of certified funds and must be sent to Management along with attached move in/out forms from both the seller & buyer. Please notify the buyer of this. **Send deposits to Williamson Management, 215 William Street, Bensenville, IL 60106, Attn: Patty.**

Any request from you, Realtors, attorneys, or the mortgage company for specific documents or other items required for your closing other than the items listed for purchase on this site, must be submitted in writing to our office. Please email any requests to [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com)

**The attached release form , signed rental form, deposit forms, 6 admission forms, deposits and copy of contract (1<sup>st</sup> pg & signature pg only) MUST be returned to Management before a paid assessment letter will be released. Orientation must be completed also.**

**Please fax or email documents to 630-238-3188 or [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com). If sending them by mail please mail to Williamson Management, 215 William Street, Bensenville, IL 60106. If you have any questions please email [phorbach@williamsonmanagement.com](mailto:phorbach@williamsonmanagement.com) with your questions.**

**RELEASE FORM**

ASSOCIATION \_\_\_\_\_

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

**PLEASE PRINT**

**\*\*\*PLEASE DO NOT RETURN UNTIL ALL INFORMATION IS COMPLETED.**

ADDRESS: \_\_\_\_\_

SELLER: \_\_\_\_\_

SELLER'S NEW ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SELLER'S PHONE # (CELL): \_\_\_\_\_ (HM/WK) \_\_\_\_\_

BUYER: \_\_\_\_\_

BUYER'S EMAIL ADDRESS: \_\_\_\_\_

BUYER'S PHONE # (CELL): \_\_\_\_\_ (HM/WK) \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

SELLER'S ATTORNEY: \_\_\_\_\_ EMAIL \_\_\_\_\_

PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

SELLER'S REALTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

SELLER'S REALTOR EMAIL \_\_\_\_\_

**WILL THIS UNIT BE A RENTAL UNIT? YES \_\_\_\_\_ NO \_\_\_\_\_**

OFF SITE ADDRESS: \_\_\_\_\_

FOR OFFICE USE ONLY

**VIOLATIONS CLOSED \_\_\_\_\_**

**UNIT TRANSFERRED \_\_\_\_\_**

**RENTER'S DELETED IF NECESSARY \_\_\_\_\_**

**CURRENT BALANCE TO BE TRANSFERRED \_\_\_\_\_**

**FOR BUYER**

**MOVING DEPOSIT RETURN FORM**

(PLEASE PRINT OR TYPE)

ASSOCIATION \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**BUYER'S INFORMATION:**  
FOR RETURNING DEPOSITS

AMOUNT \$ \_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_

BUYER'S CONTACT PHONE # \_\_\_\_\_

MOVE IN DATE \_\_\_\_\_

CHECK PAYABLE BACK TO \_\_\_\_\_

ADDRESS TO RETURN DEPOSITS TO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----OFFICE USE ONLY BELOW-----

DATE B/M RELEASED \_\_\_\_\_

ASSOCIATION: \_\_\_\_\_ ACCT # \_\_\_\_\_

GL CODE: # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

MOVE-IN \_\_\_\_\_ OR MOVE-OUT \_\_\_\_\_

**FOR SELLER**

**MOVING DEPOSIT RETURN FORM**

(PLEASE PRINT OR TYPE)

ASSOCIATION \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

**SELLER'S INFORMATION:**  
FOR RETURNING DEPOSITS

AMOUNT \$ \_\_\_\_\_

SELLER'S NAME: \_\_\_\_\_

SELLER'S PHONE # \_\_\_\_\_

MOVE OUT DATE \_\_\_\_\_

CHECK PAYABLE BACK TO \_\_\_\_\_

ADDRESS TO RETURN DEPOSIT TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

-----OFFICE USE ONLY BELOW-----

DATE B/M RELEASED \_\_\_\_\_

ASSOCIATION: \_\_\_\_\_ ACCT # \_\_\_\_\_

GL CODE: # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

MOVE-IN \_\_\_\_\_ OR MOVE-OUT \_\_\_\_\_

ROYAL HILLS  
RENTING OF PROPERTY

Please be aware that unit owners are not allowed to rent out the unit. If a unit owner is found to be renting out their unit they will be subjected to violations with applicable fines and the eviction of the renter and all attorney and legal fees will be charged back to the unit owner.

The buyer must sign this form and return it to the resale department before the paid assessment letter will be issued.

I am signing this form stating I understand and will abide by the rental rules set forth and within the Decs, Bylaws, Rules & Regs of the Association.

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Please Print Unit Address

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Buyers Printed Name

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Buyers Printed Name

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Signature

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Signature

# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### EXHIBIT F

#### ADMISSIONS COMMISSION SALES PACKET

The following attachments have been made a part of the Royal Hills Club Condominium Association, Inc. Rules and Regulations. These forms and procedures are to be followed if you plan to sell your unit. Thank you in advance for your cooperation.

#### **ADMISSIONS FORM A**

**Notice of Intention to Sell:** This form is to be submitted to the Board of Directors as soon as the unit is for sale.

#### **ADMISSIONS FORM B**

**Notice of Prospective Purchaser:** This form is to be submitted to the Board of Directors as soon as a Purchase Contract is signed.

#### **ADMISSIONS FORM C**

**Confidential Record of Purchaser:** This form is to be submitted to the Board of Directors as soon as a Purchase Contract is signed.

#### **ADMISSIONS FORM D**

**Unit Owner Information Update:** This form gathers specific information about the new homeowner and is an order form for additional Medeco Keys for common doors.

#### **ADMISSIONS FORM E**

**Moving Procedures:** : This form gathers specific moving in and out dates as well as verifies fees and deposits required before moving.

#### **ADMISSIONS FORM F**

**Pet Registration:** : This form is required by RHC Rule XXIII, Paragraph A: All dogs and cats must be registered with the Association.

Revised August 2014

Royal Hills Club Condominium Association  
3525 S. Cass Court, Oak Brook, IL 60525

## CHECKS MUST BE IN THE FORM OF CERTIFIED FUNDS

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### ADMISSIONS COMMISSION PRESENTATION

By direction of the Royal Hills Club Condominium Association Board of Directors, the prospective buyer is required to attend a personal welcome presentation with the Admissions Commission or designee. It is mandatory that presentations be conducted prior to closing in the case of a purchaser. Appointments are to be arranged by the Management Office and the prospective owner.

PLEASE NOTE: No meeting will be scheduled until the completed forms have been reviewed. All occupants of the unit must be listed. All related documents, except the Moving Procedures, must be submitted at least seven (7) days prior to the welcome presentation.

### SCHEDULING MOVE-IN/OUT

Waivers for the Right of First Refusal will be issued following the welcome presentation with the Admissions Commission. Royal Hills Condominium Association conforms to the occupancy code of Westmont, Illinois. No move-ins will be scheduled until waivers are issued. Move-ins and Move-Outs are to be scheduled through the Management Office between 8:30AM and 5:00PM Monday through Saturday. The scheduling of move-ins/outs must be done at least seven (7) days in advance of the move and will also trigger the mandatory padding of the appropriate elevator and carpet protection from the unit to the elevator. No moves are to be scheduled for holidays or Sundays. When scheduling movers they must be informed in advance that everything must be moved through the garages.

Moving fees and deposits are required. The association requires the payment of a \$100.00 non-refundable Moving Fee and a \$400.00 Damage Deposit. These monies should be paid in two separate checks. The Damage Deposit will be returned once the Property Manager has verified that no damage has occurred and that all cardboard has been discarded appropriately. No boxes may be left on the floor of the Rubbish Rooms. They must be cut or broken down to fit inside (not above) of the recycling cans. All damage attributed to the moving activity will be charged against the \$400.00 Deposit. This includes any damage to the elevator, corridor, fixtures, floors, doors and paint. If damages are in excess of the deposit, the unit owner is obligated to pay the excess amount.

Extra Medeco keys are to be returned if moving out. Unit owners are to transfer two (2) Medeco keys to the new owner. Extra keys requested from the Management Office will require a refundable deposit of \$50.00 for each key. Previous owners should also transfer at least one garage door opener and keys to the mailbox to the new owner.

Strict compliance with these directives will permit us to pursue an orderly procedure. If this procedure is not followed, the date of occupancy may be delayed.

CHECKS MUST BE IN THE FORM OF CERTIFIED FUNDS

# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### ADMISSIONS FORM A NOTICE OF INTENTION TO SELL A CONDOMINIUM UNIT

**THIS NOTICE OF INTENT IS TO BE SUBMITTED TO THE BOARD OF DIRECTORS AS SOON AS THE UNIT IS FOR SALE.**

Date:	
TO: The Board of Directors Royal Hills Club Condominium Association 3525 S. Cass Court Oak Brook, Illinois 60523	
From:	Unit Number:
email address:	Best Phone:
Listing Agent's Name:	Listing Agent's Company Name:
Listing Agent's email address:	Listing Agent's Cell Phone Number:
<b>NOTICE OF INTENTION TO SELL</b> In accordance with the regulations established by the Board of Directors and the Declaration of Condominium Ownership, I/(We) hereby submit to the Board of Directors this notice of intention to sell the above described unit.  In the event of a proposed sale, and upon the Board's receipt of Form B, Notice of Prospective Purchase, the Board has twenty (20) days from the date of delivery of that document to: (A.) exercise its option of first refusal or purchase the unit; or, (B.) issue a waiver of its option.	
Signed:	
Signed:	





# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### ADMISSIONS FORM B NOTICE OF PROSPECTIVE PURCHASER

**THIS FORM IS TO BE SUBMITTED TO THE BOARD OF DIRECTORS AS SOON AS A PURCHASE CONTRACT IS SIGNED.**

Date:	
TO: The Board of Directors Royal Hills Club Condominium Association 3525 S. Cass Court Oak Brook, Illinois 60523	
Name(s) of Purchaser(s):	Unit Number
Current Complete Address:	
email address:	Best Phone:
Anticipated Closing Date:	
Buyers Agent's Name:	Buyers Agent's Company Name:
Buyers Agent's email address:	Buyers Agent's Cell Phone Number:
<b>NOTICE TO PROSPECTIVE PURCHASER</b> In the event of a proposed sale, and upon the Board's receipt of Form B, the Board has twenty (20) days from the date of delivery of this document to: (A.) exercise its option of first refusal to purchase the unit; or (B.) issue a waiver of its option.	
Signed:	
Signed:	

# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### ADMISSIONS FORM C

#### CONFIDENTIAL RECORD TO BE COMPLETED BY THE PURCHASER

**THIS FORM IS TO BE SUBMITTED TO THE BOARD OF DIRECTORS AS SOON AS A PURCHASE CONTRACT IS SIGNED.**

Unit Number:	
TO: The Board of Directors Royal Hills Club Condominium Association 3525 S. Cass Court Oak Brook, Illinois 60523	
Name(s) of Purchaser(s):	
Current Complete Address:	
email address:	Best Phone:
Names of All Additional Occupants :	
<b>NOTICE TO PROSPECTIVE PURCHASER</b> I/(We) agree to attend the required personal information and welcome presentation with the Admissions Commission or designee. This welcome presentation must occur after the submittal of this document and prior to closing. I/(We) understand that the Royal Hills Club Condominium Association, Inc. has the option of first refusal on all property transfers and that I/(We) cannot take possession of the unit until a waiver is issued by the Board of Directors. I/(We) certify that the above information is true and correct.	
Signed:	Date:
Signed:	Date:

# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### ADMISSIONS FORM D

#### UNIT OWNER INFORMATION TO BE COMPLETED BY THE PURCHASER

Unit Number:	email address:
Unit Owner(s) Name(s)	
Home Phone:	Cell Phone:

Automobile Description(s)					
License Plate	Make	Model	Color	Parking Spot # (If applicable)	Storage Locker Number

Alarm Company Information: (for Emergency reference only, WE DO NOT NEED THE CODE!)	
Name of Company:	Phone Number:

IN CASE OF AN EMERGENCY, PLEASE CONTACT:	Relationship:
Best Phone:	Cell/Other Phone

Number of Additional Medeco Keys Requested:	@ \$50.00 per Key = \$
Medeco Key Numbers:	Total Deposit: \$

PLEASE NOTE: Each Unit Owner should receive two (2) Medeco keys for common areas, at least one (1) garage door opener and mailbox keys from the seller. All additional Medeco keys must be returned to the Management Office to receive a refund of your deposit.

# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### ADMISSIONS FORM E MOVING PROCEDURES

**Every Seller/Purchaser must notify the Management Office of the move in or out of the complex  
no less than seven (7) days prior to the anticipated date!**

A date for the move-in or move-out will be determined at that time. Padding of the appropriate elevator and carpet protector installation will also be scheduled.

All moving activity must be scheduled to occur between the hours of 8:30AM and 5:00PM Monday through Saturday. No moves should be scheduled for holidays.

The undersigned agrees to pay a total of \$500.00 in the form of two checks. 1.) a \$100.00 Move-in/Move-Out non-refundable fee which will be used to pay for the installation time and material placed for the protection of the elevators and the common hallway carpets. 2.) a \$400.00 Deposit with the RHC Property Manager. These funds should be made out to Royal Hills Condominium Association. The Deposit will be set aside for indemnification in whole or in part to Royal Hills Club Condominium Association for any damage to association property. The resident is responsible for any and all damages to the property incurred by his or her moving company or its agents. If damages are in excess of the deposit, the unit owner is obligated to pay the excess amount.

It is the responsibility of the resident moving to ensure that all boxes and debris are removed from the premises. Any charges for extra pickups by the waste removal company will be deducted from the moving deposit. Moving boxes must be broken or cut down so that they fit into the recycling containers. No moving boxes or debris are to be placed down the garbage chute.

New Unit Owner(s) Name(s)	
Current Home Phone:	Cell Phone:
email address:	
Moving In to Unit Number:	Anticipated Date:
Moving Out of Unit Number:	Anticipated Date:
Signed	Date

# RHC

## ROYAL HILLS CLUB CONDOMINIUM ASSOCIATION

### ADMISSIONS FORM F PET REGISTRATION FORM

Date:			
From:		Unit Number:	
email address:		Best Phone:	
Dog 1 Name:	Dog 1 Approximate Weight:	Dog 2 Name:	Dog 2 Approximate Weight:
Dog 1 Color:	Dog 1 Approximate Age:	Dog 2 Color:	Dog 2 Approximate Age:
Cat 1 Name:	Cat 1 Approximate Weight:	Cat 2 Name:	Cat 2 Approximate Weight:
Cat 1 Color:	Cat 1 Approximate Age:	Cat 2 Color:	Cat 2 Approximate Age:
<b>RHC PET POLICY</b>			
<p>All dogs and cats must be registered with the association.</p> <p>Domestic pets (dogs, cats, birds, fish only) are allowed in the residences, but are limited to two pets (dogs and / or cats) per unit and each shall not exceed 35 pounds. All pet ownership and occupancy must comply with Village ordinances and condo Rules and Regulations.</p> <p>Pets are not allowed in the main Elevator and/or in the front Lobby area. If a pet is taken in the east or west elevator, it should be held or on a leash.</p> <p>Pets must be leashed in the Common Areas, both inside and outside.</p> <p>Owners are responsible for picking up pet excrement. If damage occurs to landscaping and/or any common areas because of this, the pet owner will be charged for repairs and/or replacement.</p>			
Signed:			