

## MEMORANDUM

**TO:** SELLER, COURTHOMES OF FRANKFORT SQUARE

**FROM:** EPI MANAGEMENT COMPANY, LLC

**SUBJECT:** UNIT SALES

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Per your request, enclosed please find a sale packet for the captioned property which includes a copy of the current Rules & Regulations. Note all items must be completed and returned to this office with a copy of the sales contract. Requests will be processed 5 business days after all properly completed documents and payments have been received.

Any payments (checks and/or online payments) that the Seller wishes to have be reflected in the balance on the paid assessment letter, **MUST BE RECEIVED** in the EPI office **five (5) days** prior to the closing.

Also required is a non-refundable \$250.00 check (payable to EPI Management Company, LLC) for processing. **IF THE CORRECTLY COMPLETED SALES PACKET IS NOT RECEIVED 5 BUSINESS DAYS IN ADVANCE OF THE CLOSING**, an additional \$100.00 (checks to be made payable to EPI Management Company, LLC) will be required **prior** to the issuance of the assessment letter. . Should you, your agent or your attorney request a revised Paid Assessment Letter, there is an additional charge of \$75.00 per revised letter. (Check to be made payable to EPI Management Company, LLC). Revised letters will be issued within 48 hours of receipt of a written request for revision.

**A recorded deed must be received by Management within 15 days of closing in order for the ownership to be changed**

Purchaser is required to submit a current certificate of insurance relative to property damage and fire loss for the captioned unit. The Association **does not** provide property damage insurance for the unit.

Please indicate where you wish the assessment letter/waiver to be mailed.

EPI Management Company, LLC, as agent for your Association, has the capability for a direct payment system whereby your monthly assessment can be deducted automatically from your bank account. Should you be interested in ACH automatic withdrawals, please contact the management office.

**Note that an inspection of the Unit has not been conducted for Rule Violations. Such an inspection is available to the Seller/Purchaser at a fee of \$75.00 after which the Association will issue a status letter as to whether or not any rule violations exist as of the date of the inspection. The Purchaser acknowledges that there may be rule violations that have not been cited in the Assessment Letter.** Please contact Monica in the Administrative Department at (708) 396-1800 ext. 228 if you wish such an inspection to be conducted (note that this inspection must be scheduled 7 working days in advance of the closing).

If you should have any questions regarding this matter, please do not hesitate to contact Monica (708) 396-1800 ext. 228. The sales department is available from 9:30 a.m. – 1:30 p.m. Monday – Friday.

Fax: (708) 396-9831

EPI MANAGEMENT COMPANY, LLC

**COURTHOMES OF FRANKFORT SQUARE CONDOMINIUM  
ASSOCIATION  
SALE INSTRUCTIONS**

Instructions for filling out the sales packet - please complete, sign and return:

**EPI Management Company, LLC  
14032 South Kostner Avenue, Unit M  
Crestwood, IL 60418**

1. Notice of Intent to Sell
2. Memorandum of Understanding
3. One (1) complete copy of the sales contract
4. The buyer must provide a certificate of insurance.
5. Census Card

PLEASE NOTE:

**COPY OF DECLARATION AND RULES AND REGULATIONS MUST BE GIVEN  
TO BUYER.**

NOTICE OF INTENT TO SELL

BUILDING: \_\_\_\_\_ UNIT NO.: \_\_\_\_\_

OWNER: \_\_\_\_\_

ANTICIPATED DATE OF MOVE OUT: \_\_\_\_\_

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

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

Dear Sir or Madam:

As part of any sale of a unit in Courthomes of Frankfort Square Condominium Association, it is necessary that certain information be provided in order to allow the Board effectively to protect the Association's rights and interests pursuant to the Declaration and By-Laws governing the property. Consequently, we ask that you complete this information sheet as part of the purchasing of the unit and forward to the Management Office the completed questionnaire, a copy of the sales contract, and signed Memorandum of Understanding.

MORTGAGE TYPE: CONVENTIONAL \_\_\_\_\_ FHA \_\_\_\_\_ VA \_\_\_\_\_

MORTGAGE HOLDER: \_\_\_\_\_

SALE AMOUNT: \$ \_\_\_\_\_ ANTICIPATED MOVE-IN DATE: \_\_\_\_\_

NAME OF SELLERS REALTOR HANDLING SALE: \_\_\_\_\_

NAME OF SELLERS ATTORNEY HANDLING SALE: \_\_\_\_\_

ATTORNEY'S ADDRESS: \_\_\_\_\_

NAME OF TRUSTEE BANK, IF HELD IN LAND TRUST: \_\_\_\_\_

NAME AND ADDRESS OF REFERENCES FOR PURCHASER:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

NOTICE OF INTENT TO SELL

NUMBER OF ADULTS THAT WILL OCCUPY THE UNIT: \_\_\_\_\_

NUMBER OF CHILDREN (UNDER 18) THAT WILL OCCUPY THE UNIT: \_\_\_\_\_

PETS: \_\_\_\_\_

LIST EACH PERSON RESIDING IN THE UNIT: If at any future time a person(s) other than those listed herein becomes a permanent resident of the unit, the Board of Directors must be notified.

	<u>FULL LEGAL NAME</u>	<u>AGE</u>	<u>SEX</u>
1.	_____		
2.	_____		
3.	_____		
4.	_____		

NEAREST PERSON TO CONTACT IN CASE OF EMERGENCY (SOMEONE WHO HAS KEYS TO THE UNIT)

\_\_\_\_\_

\_\_\_\_\_

LIST ALL VEHICLES:

	<u>MAKE</u>	<u>COLOR</u>	<u>YEAR</u>	<u>LICENSE NO.</u>
1.	_____			
2.	_____			
3.	_____			
4.	_____			

NOTICE OF INTENT TO SELL

Please forward this questionnaire to EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418.

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
SIGNATURE OF PURCHASER

COURTHOMES OF FRANKFORT SQUARE CONDOMINIUM ASSOCIATION

\_\_\_\_\_  
BY

\_\_\_\_\_  
TITLE

BELOW THIS LINE IS FOR OFFICE USE ONLY:

\*\*\*\*\*

Date          completed          documents          received          by          Management:

\_\_\_\_\_

Received and read copy of Rules and Regulations: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING

I (We), the intended Purchaser(s) of the condominium unit described above declare that we have read the Courthomes of Frankfort Square Condominium Association Rules and Regulations and the Declaration of Condominium Ownership and By-Laws, Easements, Restrictions and Covenants, and any Amendment or Amendments thereto, and understand that we shall, at all times, hold our interests in the Condominium subject to the rights, easements, privileges and restrictions therein set forth or hereafter established by the Owners or Directors of the Courthomes of Frankfort Square Condominium Association as duly provided for in the aforesaid Declaration of Condominium Ownership. I (We) understand the weight restrictions and rules and regulations pertaining to pets and are in receipt of any and all door keys. I have also received and agree to the terms in the assessment payment coupon book. Non-Receipt of the coupon booklet does not waive my rights to remit the monthly assessment payment on time. I/We acknowledge that payments are to be made to the Courthomes of Frankfort Square Condominium Association, c/o EPI Management Company, LLC, 14032 S. Kostner Avenue, Suite M, Crestwood, Illinois 60418. I/We also acknowledge that we will obtain a copy of the Association's "Assessment Letter" at the closing from the Seller, which denotes any sums due to the Association and any unresolved rule violations. I (We) acknowledge that any damage that currently exists to the garage door for this unit will be my (our) responsibility to repair and not the Association's. I (we) also acknowledge that I (We) will be responsible for any existing damage to the asphalt directly in front of the garage for this unit due to oil or other chemical spills. I (we) also acknowledge that I (We) will be responsible for any existing damage to the building due to any cable installation and that said cable will be removed, if any, prior to my taking occupancy of the unit.

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
SIGNATURE OF PURCHASER

I (We) hereby certify that I (we) have given the above Purchaser the proper copies of the Courthomes of Frankfort Square Condominium Association Rules and Regulations and the assessment payment coupon book.

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
SIGNATURE OF SELLER

\_\_\_\_\_  
DATE  
Revised 11/16/2000

COURT HOMES OF FRANKFORT SQUARE  
CONDOMINIUM ASSOCIATION  
RECEIPT OF RULES/DECLARATION

\_\_\_\_\_  
BUYER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
UNIT ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

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

I/We, \_\_\_\_\_ acknowledge that I/we have received a copy of the Court Homes of Frankfort Square Condominium Association Rules and Regulations and Declaration, and that I/we have read and understood these documents. I/We also acknowledge that I/we have received the coupon booklet. I/We also acknowledge that the monthly assessment is due on or before the 1st day of each month and that I/we will use the coupon booklet from the former owner to remit our payment. Non-receipt of the coupon booklet will not waive the Purchaser's responsibility to remit the monthly assessment in accord with the Covenants. I/We agree to review the "Assessment Letter" which is issued to the Seller at closing which states the amount of the monthly assessment. I/We acknowledge that a late fee will be charged to our account if the monthly assessment is not paid in accordance with the Association's Rules and Regulations. I/We acknowledge that the wiring within the unit is aluminum and that all connections will be checked at our expense prior to move-in (note that the Association is not responsible for any wiring that exclusively serves that unit). **I/We acknowledge that any damage that currently exists to the garage door for this unit will be my/our responsibility to repair and not the Association's. I/We will be responsible for any existing damage to the asphalt directly in front of the garage for this unit due to oil or other chemical spills. I/We will also be responsible for any cables, wires, and satellite dishes installed on the exterior of this unit that have to be removed.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUYER'S SIGNATURE\*

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BUYER'S SIGNATURE\*

**\*Signature must be notarized**

County of \_\_\_\_\_

Subscribed and sworn to before me

\_\_\_\_\_  
Notary Public

# COURT HOMES OF FRANKFORT SQUARE CONDOMINIUM ASSOCIATION

## REVOCABLE PROXY

KNOWN BY ALL MEN BY THESE PRESENT, that I \_\_\_\_\_  
(Print Your Name[s])

the owner of a unit in the **COURT HOMES OF FRANKFORT SQUARE CONDOMINIUM ASSOCIATION**, commonly known by the street address of \_\_\_\_\_  
(Print Your Address)

Frankfort, Illinois, and being a member in good standing of said Association, do hereby constitute and appoint the Board of Directors or \_\_\_\_\_,  
(Print Proxy's Name)

as primary proxy and a majority of the Board of Directors, in office from time to time, of the **Court Homes of Frankfort Square Condominium Association**, or either of them or their substitute, to cast my vote as my proxy at any Meeting of said Association, whether regular or special, from this date forward and for so long as I remain a member (notwithstanding that same may occur more than eleven (11) months from this date) with full power to vote as if I were personally present, with all the powers I possess, including full power of substitution and revocation. My presence at a meeting will **automatically revoke** this proxy for the meeting attended unless I indicate otherwise. Also, I understand I may revoke this proxy at any time by sending a letter to the Board of Directors of **Court Homes of Frankfort Square Condominium Association**, revoking the proxy.

Any proxy in this Association heretofore given by me to any person whatsoever are hereby revoked.

In this instrument the singular includes the plural.

IN WITNESS WHEREOF, I have executed this proxy on this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_, at \_\_\_\_\_, Illinois.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

NOTE: You may give this proxy to the person you designate above to represent you at any meeting and vote on your behalf. Or, you can designate a member of the Board or the Board as a whole as your proxy and return this proxy to EPI Management Company, LLC, 14032 South Kostner Avenue, Suite M, Crestwood, IL 60418.



**COURT HOMES OF FRANKFORT CONDOMINIUM ASSOCIATION  
CENSUS CARD -- 2024**

	Owner Information	If rented, provide tenant information
Name		
Address		
Unit Number		
City, State, Zip		
Home Phone		
Cell Phone		
E-Mail Address		

Homeowner/Renter Insurance Co: \_\_\_\_\_ Policy # \_\_\_\_\_

Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

List all occupants and their ages.

	Full Legal Name	Age
1.		
2.		
3.		
4.		

PETS? Yes  No  Description and weight: \_\_\_\_\_

List all vehicles.

	Make/Model	Color	Year	License Plate #
1.				
2.				
3.				
4.				

Contacts in case of emergency (preferably someone with a key):

Name 1: \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

Name 2: \_\_\_\_\_ Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

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

I hereby acknowledge all information on this card is valid and authorize all Association notifications to be sent to my email address noted on this card, rather than by hard copy. I consider all such communication to be adequate notice of Association issues. If there are any changes in the future, I will agree to notify the Association in writing.

Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

EPI Management Company, LLC  
14032 South Kostner Avenue, Suite M  
Crestwood, Illinois 60418  
FAX: (708) 396-9831  
E-Mail: epi@epimanagement.com

## User Registration and Initial Login

The first step for a user to gain access to the portal is registering. To register they need to click on the "Register Now" link on the portal's login page.

The user will be asked to enter their e-mail address, name,

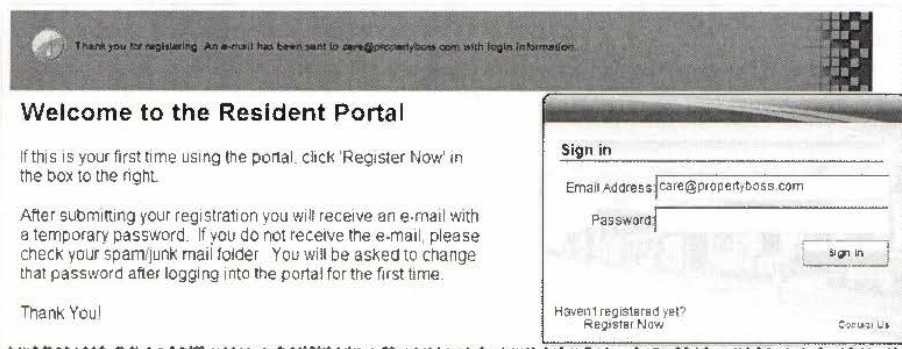
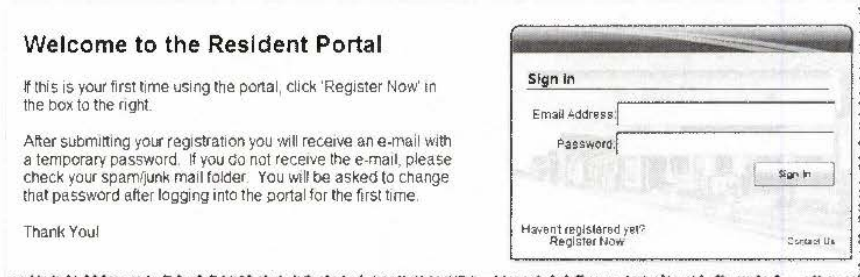
phone number. There's also a field to enter the Property/Unit if the user is a resident. If the user is an owner the field will be for the company name. They can enter their name, if they're an individual and not a company. Vendors will enter their company name.

Field Label according to portal:

- Resident/Member - Property/Unit
- Owner – Company Name
- Vendor – Vendor Name

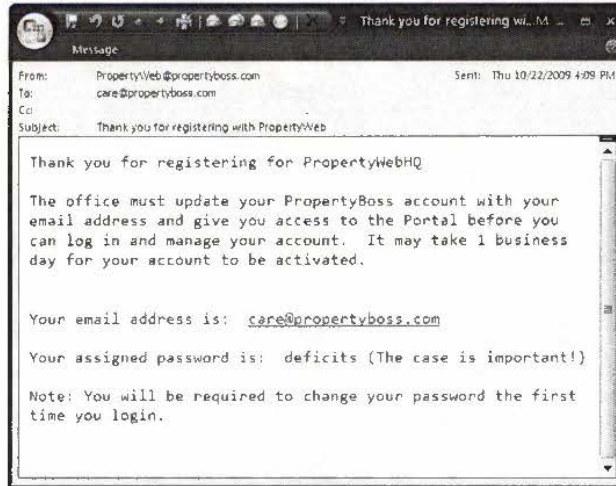
Once they fill in the required fields and hit submit, they will get the following message.

"Thank you for registering. An e-mail has been sent to user@emailaddress.com with login information"



## Portal User Registration

The user will receive an e-mail like the one shown below with their temporary password after registration.



If their e-mail address is already in PropertyBoss they will be able to login immediately. They will be required to change their password.

Hovering over the "?" icon displays the list of acceptable Special Characters as shown below. The reason for the password requirements is added security. As you create the password and it meets each requirement the circle turns green.

