

**Vacation Village Condominiums**

**6800 State Park Road**

**Fox Lake, IL 60020**

**Office: 847-587-6497**

**PROCEDURE TO ENACT A SALE ARE AS FOLLOWS:**

1. There will be a charge of \$200.00 for closing documentation. Upon receipt of your request and payment, Vacation Village will provide a 22.1 disclosure, bylaws, rules and regulations, a paid assessment letter and right of first refusal. Documents must be requested (14) fourteen business days prior to the closing date.

**Expedited service fee \$50.00**

**Paid Assessment letter Updates \$50.00 per request**

2. An inspection must be performed prior to closing. Upon receipt of the request and a \$100.00 payment the following will be inspected: Smoke detectors, GCFI outlets, unit water shutoffs and the hot water tank and pan.
3. A buyer information form and real estate contract must be submitted to the office.
4. Certificates of Insurance can be obtained online at [certrequests@ajg.com](mailto:certrequests@ajg.com).
5. After closing, a copy of the Title Deed must be provided to the Management Office. Upon receipt the property records will be updated accordingly.
6. There will be \$100.00 charge to a new owner for their Vacation Village photo identification and registration.
7. New owners are required to fill out an emergency form.
8. New owners are required to register their pets. Pets are limited to (2) two, not to exceed 80(eighty) pounds. There will be a \$10.00 yearly fee per pet. Pit Bulls and Rottweilers are not permitted at Vacation Village.
9. Please review your copy of the Vacation Village Rules and Regulations. Note, page 14, unit occupancy restrictions.
10. A copy of the unit keys must be provided to the Management Office for emergency use.
11. A copy of your certificate of condominiums insurance must be provided to the Management Office.

***The office accepts cash, check or credit cards.***

VACATION VILLAGE CONDOMINIUM ASSOCIATION  
SALE INSPECTION CHECK-LIST

		<u>Comments</u>
1.	Smoke Detectors _____	_____ _____ _____
2.	GCFI _____	_____ _____ _____
3.	Water waste And Shutoffs _____	_____ _____ _____
4.	Hot Water tank _____	_____ _____ _____
	Pan _____	_____ _____ _____

VACATION VILLAGE CONDOMINIUMS  
INSPECTION WAIVER AND RELEASE

This Vacation Village Wavier and Release dated \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
executed by \_\_\_\_\_ (owner/agent) the owner/agent of  
\_\_\_\_\_ (UNIT #). The owner/agent hereby agree as follows:

1. It is understood and agreed that in the event of any claim whatsoever against the Vacation Village Condominium Association, its property manager, directors or agents, whether based in negligence, or other tort, statute, or otherwise, in any way directly or indirectly resulting from or relating to the inspection of the above referenced unit in whole or in part, whether directly or indirectly causing loss or damage to persons or property or any other injury, that any liability whatsoever of the Association, its directors, or other agents, is hereby released and waived by owner/agent.
2. The inspection will be performed on an opinion only basis, relying only on items clearly observable and readily accessible at the time of the inspection. The sole purpose of the inspection is to point out items in the unit which are not in compliance with the Association's document and are clearly observable and readily accessible. The inspection does not conclusively establish the cause of any non-compliance which may be determined by further inspection and investigation by the owner/agent. This inspection does not create any guarantees concerning the conformance of the unit with applicable governmental building codes. The Association makes no guarantees or warranties, expressed or implied, concerning the condition of the unit.
3. The inspection and report shall be specifically limited to those items contained on the check list. No additional items shall be considered inspected.
4. The owner/agent, by his/her signature, acknowledges that he/she has read this Waiver and Release and fully understands and agrees with its terms and conditions.

\_\_\_\_\_  
Owner/Agent

\_\_\_\_\_  
Vacation Village Condominium  
Association

**VACATION VILLAGE CONDOMINIUMS**  
**BUYER INFORMATION FORM**

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

Style \_\_\_\_\_

Date \_\_\_\_\_

Colony \_\_\_\_\_ Seller's Name \_\_\_\_\_

Vacation Residence\_\_\_\_, Permanent Residence \_\_\_\_, or Investment Property \_\_\_\_ ?

Buyer's Name(s) \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip

Home Phone (\_\_\_\_) \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

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**FINANCIAL INFORMATION** - Fill out and indicate the type of sale below:

**Mortgage** \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_

Name of Lender \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip

**Cash** \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_

**Contract Sale** \_\_\_\_\_ Purchase Price \$ \_\_\_\_\_

Expiration Date of Contract \_\_\_\_\_

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**Before Security Passes will be issued, Vacation Village must receive the following:**

1. A copy of the face of the deed or first page of the title report
2. Pet Application
3. Vehicle Registration
4. \$100.00 processing fee
5. Proof of Insurance and keys
6. Emergency Information Form

**The seller should turn over to the buyer the following:**

1. Copy of Condominium Covenants
2. Keys to the unit and mailbox. **A spare set of keys to the unit must be left with the management office for emergency purposes.**

# 2018

## VACATION VILLAGE EMERGENCY INFORMATION

UNIT NUMBER \_\_\_\_\_ COLONY \_\_\_\_\_

NAME(S) : \_\_\_\_\_ (The legal name(s) on the mortgage or title)

\_\_\_\_\_  
**MAILING ADDRESS** (if other than Vacation Village)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

Home Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_

Cell Phone numbers \_\_\_\_\_

**BEST PHONE CONTACT NUMBER** HOME WORK CELL (circle one)

Email Address \_\_\_\_\_

If your unit is rented ? YES / NO

In case of an emergency please list an additional person we can contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **SMOKE DETECTOR VERIFICATION AND UNIT KEY VERIFICATION**

All Unit Owners must provide the office with a key to your unit for emergencies. Failure to comply will result in an automatic fine that will be posted to your account.

\_\_\_\_\_ I verify that I have at least one smoke detector in my unit at Vacation Village.

\_\_\_\_\_ I verify that I have checked my smoke detector and it is in working order. LAST DATE CHECKED \_\_\_\_\_

\_\_\_\_\_ I verify that I have a copy of my unit key in the Management Office.

\_\_\_\_\_ I verify that I have that I personally checked that the key works in my unit. LAST DATE CHECKED \_\_\_\_\_

\_\_\_\_\_ I verify that I have provided a current certificate of insurance for my condominium.

Unit Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note: Residents are urged to change their smoke detector batteries at least twice a year.**



2018

OWNER VEHICLE REGISTRATION PROGRAM

In order to serve all of our residents better, the Association is registering ALL vehicle information for all residents and off-site owners. ALL vehicles must be registered. All vehicle owners shall fill out the enclosed form completely and return it to the Office. All vehicles will be issued a sticker for the windshield. Thank you in advance for your cooperation regarding this program.

Please print clearly when filling out the information on the form, please use a separate form for each vehicle. Thank you.

Name of Vehicle Owner: \_\_\_\_\_ Unit# \_\_\_\_\_

Vacation Village Unit Phone #: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

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Plate #: \_\_\_\_\_ Color of Vehicle: \_\_\_\_\_

Make of Vehicle: \_\_\_\_\_ Model of Vehicle: \_\_\_\_\_

Sticker #: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

# VACATION VILLAGE PET REGISTRATION 2018



RENTER \$40 per pet \_\_\_\_\_

OWNER \$20 per pet \_\_\_\_\_

Dear Pet Owner;

Please fill out the following form with a payment of \$20 for owners and \$40 for renters and return it to the management office. If you have any questions feel free to call 847-587-6497. Thank you for your cooperation.

**OWNER'S NAME** \_\_\_\_\_ **UNIT** \_\_\_\_\_

Do you own a dog \_\_\_\_\_ cat \_\_\_\_\_ other (please explain) \_\_\_\_\_

How many of each? dog \_\_\_\_\_ cat \_\_\_\_\_ other (please explain) \_\_\_\_\_

(Circle one)

Dog    Cat    Other

Breed / Description \_\_\_\_\_

Color \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Approximate weight \_\_\_\_\_

Pet's Name(s) \_\_\_\_\_

Fill out for additional pet

(Circle one)

Dog    Cat    Other

Breed / Description \_\_\_\_\_

Color \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Approximate weight \_\_\_\_\_

Pet's Name(s) \_\_\_\_\_





## Vacation Village Phone Numbers

Association Office .....	847-587-6497
Association Office Fax .....	847-587-9521
Public Safety (Guard House).....	847-587-4409
Marina.....	847-587-6669

## Service Phone Numbers

Village of Fox Lake (Water).....	847-587-8393
Comcast (New Service).....	800-934-6489
Comcast ( Billing and Trouble).....	866-594-1234
Com Ed (Electric).....	800-334-7661
AT&T (Phone).....	800-244-4444

