

## **Quincy Park Condominium Association Buyer's Instructions for Closing the Purchase of a Unit**

The following is a helpful checklist for use in completing all of the Quincy Park Condominium Association requirements for closing on the purchase of your unit.

- **Set up an appointment with the Quincy Park office, to register, two weeks prior to your closing date.**
- **Bring the following items with you when you register:**
  - **Names and ages of all occupants of the unit (City of Prospect Heights has set a limit of 5 people per unit);**
  - **If you have any pets, bring the current rabies tag number for each animal (you must also register your pet with the City of Prospect Heights after your closing and bring in the city tag number);**
  - **Make, model and plate number for each vehicle you own or operate (each unit has only two parking spots and parking on the street is very limited);**
  - **Emergency contact person (not living with you) in case you can not be reached;**
  - **A copy of your condo unit owner's insurance (with sewer & drain back-up and water damage protection) for the inside of the unit.**

**If you do not bring these items with you during the initial visit, you can bring them with you after your closing, when you pick up your garage door keys and Quincy Park parking stickers.**

**You will be required to sign a receipt form for the Quincy Park Condominium Assoc. Owner's Manual.**

**The registration and orientation should take approximately 45 minutes to an hour. Please call us at 847 459-0350 to set up your appointment or if you have any questions. Office hours are Monday through Friday 10 am to 4pm unless otherwise posted. We look forward to meeting with you.**

**The Quincy Park Staff**