



Real Estate Agent Guidelines

Welcome to 1630 Sheridan Road, Wilmette, IL 60091.

To our valued Real Estate Agents: the following points are offered, to help you with listing, advertising, showing and selling apartment in our unique building. We want your experience at 1630 Sheridan Corporation to be as pleasant and productive as possible. If there is any other information we may have missed in this packet, please do not hesitate to contact Tracey Meyer, Property Manager, or Cathy Wiseman, Assistant Manager, at 847-256-1300, or by email at tmeyer@chicagoland-inc.com or cwiseman@chicagoland-inc.com.

Additional information can also be found on the building's website, www.1630sheridanrd.com.

The building operates under the legal name of 1630 Sheridan Corporation.

Listing Apartments

Our building is a co-operative and not a condominium. Residents are shareholders in the 1630 Sheridan Corporation, which leases apartments to its shareholders, pursuant to the Proprietary Lease. This has certain advantages and requirements, which you should become familiar with. Monthly assessments include real estate taxes.

Advertising Apartments

Should you need to create an advertisement for listing an apartment, we are available to help you make sure your copy is correct. Your listing can also be linked to our website www.1630sheridanrd.com, to give you additional exposure.

Showing Apartments

To show an occupied apartment, please call the occupant to schedule an appointment. Upon arrival to the building for the showing, tell the Doorman, who will announce you and guide you to the correct elevator to access the apartment.

If the apartment is vacant, a key is needed. Give your business card to the Doorman, and let him know which apartment you are requesting access to. The Doorman will also require your driver's license or agent's license to be left with him, until the borrowed apartment key is returned to him.

In either case, the Doorman will be pleased to direct you to some of the building amenities, such as the Parlor-behind the front entrance, the Lake Room-a large party room with a kitchen, the Green Room-adjacent to the Lake Room, the Exercise Room, the Laundry Room (in addition to individual laundry equipment in some apartments), the overnight Guest Room, the heated pool and children's pool, gardens, barbecue grill, beach, heated underground garage, and storage lockers. These special features contribute to the joy of our residents, which will be of great interest to your clients.



Normal showing hours are 8:00 a.m. to 6:30 p.m.

Sunday Open House: This option is available to you on Sundays, from noon to 5:00 p.m. however, the Management Office must be notified in advance so instructions can be provided to the Doorman. Please be aware that Open House signs along the street or sidewalk of the building are not permitted.

Sales of Apartments

When a sales contract is established, please furnish the Management Office with a copy of the sales contract. In turn the office will provide a packet of information including an Application, Shareholder's Proprietary Lease, Rules We Live By, and a list of other information.

The potential buyer must be aware that some of their personal information will need to be returned as soon as possible to the Management Office, prior to scheduling the interview with the Review Committee (*See Buyers Packet*). Please allow approximately two (2) weeks for the meeting to take place. As a reminder, the Corporation's policy states that in order to approve the purchase of an apartment, the applicant must have a verifiable annual income, after the purchase, of a least four (4) times the current annual assessment. Any application that does not comply with this policy or income that cannot be verified will not be considered.

Following the meeting with the Committee, and review of the submitted documents, the Committee will have 30 days to make their recommendation to the Board of Directors pertaining to the sale of the apartment.

Until the closing of an apartment, the building management does not grant entry to buyers, contractors, vendors, decorators, etc. Any access is to be coordinated by the real estate agent, and the seller. The Doorman is not permitted to coordinate access for any reason.

The closing of a sale will be held at our building, which must be scheduled in advance with the Management Office. NOTE: A CLOSING DATE CANNOT BE GUARANTEED IF THAT DATE HAS NOT BEEN CLEARED THROUGH THE MANAGEMENT OFFICE. At the closing, a \$2500 transfer fee, payable to 1630 Sheridan Corporation, is required from the buyer, which includes but is not limited to, the new move-in, and managerial duties. Extra ordinary and time consuming issues incurred in the closing may result in additional charges.

After the closing, we ask that the real estate agent remove any internet advertisements.

Points of Interest



1. For Shareholders, real estate taxes and building mortgage interest flow to the Shareholder for income tax deduction purposes.
2. Management contracts for a periodic Reserve Study, and has a standing Future Funding Committee to advise the Board of Directors on budget issues.
3. There is no age restriction for living in this building.
4. Notable Services: 24 hour Doorman, on site Management and maintenance staff, high definition closed circuit security system, satellite tv, internet, fax, copy, and Notary service, heated parking garage.
5. Pets are not permitted.
6. Subleasing of apartments (rentals) is not permitted, and occupancy is restricted as set forth in the Proprietary Lease.
7. Please give the Management Office a copy of your listing and keep us informed of any changes.