

# Kingsbrooke of Palatine

Condominium Association

## Rental Information

- Rental Packet
- Background Check Forms

### **Kingsbrooke Rental Step by Step Guidelines:**

1. Get Approval from Kingsbrooke Board and Management to Rent Unit.
  2. Contact Neighborhood Services.
  3. Take the CPTED class.
  4. Get a Village of Palatine home inspection.
  5. Find a tenant.
  6. Notify management of tenant and submit background paperwork on each party residing in the unit over the age of 17. (There are 4 pages for each person to sign)
  7. Successful background checks sign lease and riders and supply copies of all documents to management.
  8. Have tenant arrange orientation with management and supply \$300 move in deposit.
  9. Set move in date.
  10. Following completion of move in notify management of completion so common area inspection can be made. (This will allow management to refund a portion or all of the move in deposit)
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