



SITE CONTROL TOOL KIT

SITE CONTROL

This toolkit will walk you through the documents you are required to submit for your grant program, to prove that you have Site Control of the physical location where your project is situated. Proof of site control may be provided in the form of a Lease or Deed/Mortgage.

If you still cannot find the answers you're looking for, don't hesitate to contact the DPD Inbox via Submittable - City of Chicago - Dept. of Planning and Development.

The City of Chicago will need to have the following details from your project before your Site Control documents are approved:

- ★ Lease/deed is signed and dated
- ★ Address is consistent with project address listed on your application
- ★ Legal entity listed on lease/deed is consistent with uploaded legal documents
- ★ Photos of project site front exterior and all proposed work areas are uploaded, if applicable

Careful attention to these details will ensure that your documents are fully completed. **Inaccurate or incomplete documents will be returned, and our team will request revisions from you, which will delay the contract process.**

DEED

★ The following are requirements for a deed to be accepted as proof of Site Control::

- Types of deeds that are accepted include Warranty Deeds, Quit Claim Deed, Special Warranty Deeds, and Deeds in Trust
- The document holder listed on the deed matches the legal entity identified for the grant
- The address on the deed matches the project site in the application

If the grant finalist owns the property in their personal name (as opposed to the legal entity to be named in the grant contract), the finalist must provide the deed showing personal ownership, and have an executed lease between the landlord (property owner) and tenant (legal entity that operates the space). **The provided lease must meet the requirements on the next slide.**

ILLINOIS QUITCLAIM DEED

This Deed, made the _____ day of _____, 20____ between _____ (Grantor), with address at _____, party of the first part, and _____ (Grantee), with address at _____, party of the second part

The Grantor, for the consideration of _____ \$, lawful money of the United States, paid by the Grantee, conveys and quitclaims to the Grantee all interest in the following described real estate situated in the County of _____ in the State of Illinois:

(Description of Property and Recital of Title)

together with the appurtenances and all the estate and rights of the Grantor in and to the said real estate.

To have and to hold the real estate herein granted unto the Grantee, and assigns forever.

In witness whereof, the Grantor has hereunto set its hand and seal the day and year first above written.

Grantor's Signature

Grantee's Signature

Grantor's Name

Grantee's Name

In the presence of:

Witness's Signature

Witness's Signature

Witness's Name

Witness's Name

LEASE

★ The following are requirements for the lease to be accepted as proof of Site Control:

- The lease contract must be executed
- The lease term is for a minimum of 5 years (or includes language of automatic renewals)
- Proposed construction work is authorized. If not, landlord will need to provide separate document to approve proposed work
- In case the grant finalist and the property owner are the same person, but separate legal entities, you will need to submit both the deed demonstrating ownership, along with a lease agreement executed between their tenant and landlord legal entities.

ILLINOIS COMMERCIAL LEASE AGREEMENT

I. **THE PARTIES.** This Commercial Lease Agreement ("Agreement") made on _____, 20____ by and between:

Landlord: _____, with a mailing address of _____ ("Landlord") who agrees to lease the Premises to:

Tenant: _____, with a mailing address of _____ ("Tenant"), who agrees to rent the Premises under the following terms:

Collectively the Landlord and Tenant shall be known as the "Parties."

II. **DESCRIPTION OF LEASED PREMISES.** The Landlord agrees to lease to the Tenant the following described space:

Street Address: _____
Square Feet: _____ SF
Type of Space: _____ (retail, office, industrial, etc.)
Other Description: _____

Hereinafter known as the "Premises."

III. **USE OF LEASED PREMISES.** The Tenant agrees to use the Premises for: (check one)

- All purposes legal under law.
- Only the following purposes: _____
Any change in the above-mentioned purposes of the Premises shall only be permitted upon the Landlord's prior written consent.

IV. **TERM OF LEASE.** The term of this Agreement shall be for a period of _____ commencing on _____, 20____ and expiring at midnight on _____, 20____ ("Initial Term").

V. **SECURITY DEPOSIT.** The Tenant is: (check one)

- **Not Required to Pay a Deposit.** There shall be no deposit required for the successful performance of this Agreement by the Tenant ("Security Deposit").
- **Required to Pay a Deposit.** The Tenant is required to pay \$ _____ and shall be due and payable in advance of the



THANK YOU!