

CAIR-Chicago

Faith in Action

Council on American Islamic Relations
Chicago Chapter

October 8, 2003

Internal Revenue Services
Tax Exempt Organizations
915 2nd Avenue, MSW 540
Seattle, WA 98114
Attn: Andrea Speck

Dear Ms. Speck,

Pursuant to your September 23 letter, please find the following information as requested regarding CAIR-Chicago's 501(c) (3) application.


- 1.) The space consists of a 150 sq. ft. office used exclusively by CAIR-Chicago and 220 sq. ft. reception area shared between CAIR-Chicago and Mr. Salah. The organization has its own phone and computer equipment. However, CAIR-Chicago makes use of Mr. Salah's copier, desk and furniture in the reception area.
- 2.) See attached sublease.
- 3.) Mr. Salah rents his office which consists of three rooms with total size of 520 sq. ft. for eight hundred and eleven dollars a month (see attached lease extension agreement). In addition, Mr. Salah pays electricity for the entire space in the amount of fifty dollars a month on average. CAIR-Chicago uses a third of the space exclusively and Mr. Salah uses a third of the space exclusively. Mr. Salah and CAIR-Chicago share the reception area which is the remaining third of the space. The four hundred dollars paid by CAIR-Chicago constitutes about forty six percent of the entire amount paid by Mr. Salah for rent and electricity while CAIR-Chicago makes use of exactly fifty percent of the space as well as copier and furniture in the reception area. It is worth noting that CAIR-Chicago occupied the space for three months without payment of any rent between the period of November 2002 and February 2003.
- 4.) CAIR-Chicago intends to highlight all elected officials in Illinois regardless of party affiliation in the following order: senior Senator, junior Senator, Congresspersons starting with district one and ending in district nineteen, State Constitutional officers starting with Governor, then state Senators in order of district number and state representatives in order of the district number.

7667 W. 95th Street, Suite 304 • Hickory Hills, IL 60457
Tel (312) 9-CAIR-20 (922-4720) • Fax (312) 9-CAIR-29(922-4729)
www.cairchicago.org • info@cairchicago.org

- 5.) The relationship between CAIR-Chicago and CAIR-National is as follows:
CAIR-Chicago would adhere in its mission statement to the mission statement of CAIR-National as currently in CAIR-Chicago by laws. Also, CAIR-Chicago would help recruit members for CAIR-National in the local area. In return CAIR-National would permit CAIR-Chicago to use the CAIR name, it would supply it with publications at a reduced price and it would help with the training of CAIR-Chicago staff in the areas of media relations, civil rights, and etc. CAIR-Chicago may seek advice on local matters from CAIR National and it may take part in some CAIR National programs that do not conflict with CAIR-Chicago's tax exempt status. However, final decisions on all activities and programs of the chapter rest with the board of CAIR-Chicago.
- 6.) CAIR-Chicago purchases most of the material produced by CAIR National for at a discounted price and sells them or distributes them to its members or at its functions. CAIR pocket guide and material promoting events and programs are obtained from CAIR National at no cost.
- 7.) No, the organization does not pay dues to CAIR National.
- 8.) Literature are distributed or sold at CAIR events and functions. In addition literature may be mailed to CAIR members or those who request it.
- 9.) The primary recipients of the newsletter are CAIR members in the Chicago land area. However, the newsletter is also distributed at some mosques and Islamic centers as well as mailed to those who request it. Currently, the newsletter is quarterly but we hope to have a monthly newsletter eventually.
- 10.) The overwhelming number of activities is aimed at media outlets. CAIR-Chicago estimates that less than two percent of its activities may have been in the form of grassroots lobbying of legislators.

Should you have any further questions, please feel free to contact me at CAIR-Chicago.

Sincerely,



Safaa Zarzour, Chairman
CAIR-Chicago

400 170

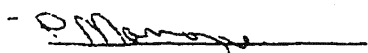
FIRST UNITED INVESTORS

P.O. Box 522 - Palms Park, IL 60464
Phone: (708) 233-6840 Fax: (708) 233-6868

LEASE EXTENSION AGREEMENT

It is mutually covenanted and agreed by the undersigned, First United Investors, as LESSOR, AND A. Salah and Associates (Abdullah Salah) as Lessee, parties to the office lease dated February 1, 2002, for Suite 304, all the terms, conditions, covenants and agreements of said lease to continue to inure to and to bind the respective parties hereto for such extended term and that the rental rate shall be \$811.00 (EIGHT HUNDRED-ELEVEN AND 00/100 DOLLARS), per month starting 02/01/03 and ending 01/31/04.

FIRST UNITED INVESTORS, INC.



A. SALAH AND ASSOCIATES



ABDULLAH SALAH

Sublease Agreement

This lease made the day of October 1, 2003, between Abdullah Salah (hereinafter referred to "Lessor") and CAIR-Chicago (Lessee) a corporation organized and existing under and by virtue of the laws of the State of Illinois authorized to do business in the State of Illinois, with its principal office at 7667 West 95th Street, Suite 304, Hickory Hills, IL 60457.

1. That Lessor hereby leases to Lessee, Room A in Suite 304 and the reception area consisting of 260 square feet of the building known as Hickory Square, Town of Hickory Hills, for a term to commence on the day of October 1, 2003 and to end on the 31st day of January 2004.

2. The terms, covenants, provisions, and conditions of said lease are as follows:
 - a. Lessee shall pay Four Hundred (\$400.00) dollars per month for the leased premises. Said payment shall be made prior to the 15th of each month.
 - b. Lessee shall not make or permit any use of the Leased Premises to be used for any act that is forbidden by law, ordinance or regulation.
 - c. Lessee shall not be responsible for utilities, or other expenses during the term of this lease.
 - d. Lessee shall have exclusive use of Room A.
 - e. Both Lessor and Lessee shall have access to and use of the reception area at all times during the term of this lease.
 - f. Lessor shall be responsible for providing and paying for the utilities to the leased premises.

IN WITNESS WHEREOF, the parties have executed this lease in duplicate the day and year first above written.

By Abdullah Salah
Abdullah Salah
Lessor

By Safar J. ...
Chairperson,
CAIR - Chicago
Lessee.

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