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Reviewed for Code Compliance
Inspections Division
Approved with Conditions
Date: 12/28/17

Permitting and Inspections Department
Michael A. Russell, MS, Director

Condominium Conversion Permit Application and Checklist

A conversion permit shall be obtained before an owner offers to convey a converted unit. Condo conversions are not a change of use. They are considered a change of ownership of building area, not land. Subdivision is not involved. Only the legal number of dwelling units may be condominiumized. Any illegal units shall be removed or made legal by proper permitting.

Notice of intent to convert: All tenants shall be given a specific notice of the intent to convert their unit to a condominium from the owner. This notice shall contain a specific offer and terms for the tenant to purchase their unit. The notice shall contain specific wording outlined in Chapter 14, Article VII of the City Code that notifies the tenants of irrevocable rights and how to contact the City of Portland. The tenant shall also be given a specific time to vacate based upon the number of years that they have occupied their unit. The minimum notice to vacate is 120-day notice:

0-4 years = 120 days notice	7 years = 210 days notice	10 years = 300 days notice
5 years = 150 days notice	8 years = 240 days notice	11 years = 330 days notice
6 years = 180 days notice	9 years = 270 days notice	12+years=360 days notice

Sixty days after their notice, the tenant has an exclusive, irrevocable option to purchase their own unit. During that time, the owner/developer may not convey, the unit to any other person. For the next 180 days, the owner/developer cannot offer a more favorable price or term to any other person unless the same terms are offered to the original tenant first.

Rent may not be altered during the official noticing period unless expressly provided in a pre-existing written lease. The owner/developer shall post a copy of the issued permit in a conspicuous place in each unit, and make copies available to prospective purchasers upon request.

Relocation payments: If the tenant does not purchase, the owner shall (before the tenant vacates) make a cash payment to the tenant in the amount of rent for the preceding two months only if the tenant meets the current 80% of the low/moderate income rules adjusted for family. Additionally, the developer shall provide other assistance to the tenant in the form of reasonable accommodations, referrals, and determining tenant eligibility.

Submission Checklist

- ☑ **Condominium Conversion Permit Application and Checklist** (this form)
- ☑ **General Building Permit Application**
- ☑ **Tenant Data Form**
- ☑ **Evidence of right, title and interest** (e.g. deed, purchase and sale agreement with current deed)
- ☑ **Copy of notices of intent to convert, for each tenant*** (refer to Section 14-568 of the City Code for requirements)
- ☑ **A plot plan**, including the shape and dimension of the lot, footprints of structures, and the location and dimensions of parking areas and driveways
- ☑ **Dimensioned floor plans** for each unit

****Any proposed construction or building alteration requires a separate building permit application.****

***Copies of your notice to each tenant must be attached to the permit application. No permit will be issued without copies of the notices. If there are building vacancies, you must provide the reason why the unit is vacant and the previous tenant's name, new address, and phone number.**