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

ELLA
PROPERTIES

Notices of Intent to Convert

Please see attached notices of intent to convert distributed to 4 of 7 tenants on May 22, 2017. Tenants in 77 Congress Unit 2 and 79 Congress Units L and R had already given notice to vacate (details below) and all vacated by May 31, 2017. Subsequently, tenants in 77 Congress Unit 1F and 77 Congress Rear gave notice to vacate so detailed notices with purchase option information were only necessary for 77 Congress Units 1R and Unit 3 (also attached).

Unit: 77 Congress Street – Unit 2
Tenant Name: Andrew Dieghan
Tenant Phone: 207-478-5681
Tenant Address: Not available
Vacate Date: 5/21/2017
Reason for Vacating: Gave notice to previous landlord prior to sale of property. No reason stated.

Unit: 79 Congress Street – Unit L
Tenant Name: Dan and Ashley Marks
Tenant Phone: 207-776-3636
Tenant Address: Not available
Vacate Date: 5/31/2017
Reason for Vacating: Gave notice once property was sold. No specific reasons given.

Unit: 79 Congress Street – Unit R
Tenant Name: Sophia Bahlkow
Tenant Phone: 207-776-3636
Tenant Address: Not available
Vacate Date: 5/31/2017
Reason for Vacating: Gave notice once property was sold. No specific reasons given.

CITY OF PORTLAND, MAINE RESURGAM
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ELLA
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May 22, 2017 HAND DELIVERED

Ms. Rachel Mazerolle
77 Congress Street, Unit 1F
Portland, ME 04101

Dear Rachel,

As previously discussed, we are planning to renovate 77 Congress Street beginning in October of this year. Per your lease, dated November 15, 2016 this letter serves as your 120-day notice period to vacate the property. You are welcome to remain in occupancy per the terms of the lease through September 30, 2017.

Per the City of Portland Land Use Ordinance, Chapter 14, Article VII you will be given the right to purchase your unit. A specific offer with pricing expectations will be forthcoming this summer. If you do not buy your apartment, EP Munjoy 1 LLC is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by EP Munjoy 1 LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

As always, feel free to contact us with questions or concerns.

All the best,

Katie Speede

Katie Speede
EP Munjoy 1 LLC
781-635-2243
katie.speede@ellaproperties.com

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ELLA
PROPERTIES

May 22, 2017

HAND DELIVERED

Ms. Katie Hansberry
77 Congress Street, Unit 1R
Portland, ME 04101

Dear Katie,

As previously discussed, we are planning to renovate 77 Congress Street beginning in October of this year. Per your lease, dated November 30, 2012 this letter serves as your 150-day notice period to vacate the property.

Per the City of Portland Land Use Ordinance, Chapter 14, Article VII you will be given the right to purchase your unit. A specific offer with pricing expectations will be forthcoming this summer. If you do not buy your apartment, EP Munjoy 1 LLC is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by EP Munjoy 1 LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

As always, feel free to contact us with questions or concerns.

All the best,

Katie Speede

Katie Speede
EP Munjoy 1 LLC
781-635-2243
katie.speede@ellaproperties.com

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ELLA
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May 22, 2017 HAND DELIVERED

Ms. Lisa Birmingham
77 Congress Street, Unit 3
Portland, ME 04101

Dear Lisa,

As previously discussed, we are planning to renovate 77 Congress Street beginning in October of this year. Per your lease, dated April 24, 2015 this letter serves as your 120-day notice period to vacate the property. You are welcome to remain in occupancy per the terms of the lease through September 30, 2017.

Per the City of Portland Land Use Ordinance, Chapter 14, Article VII you will be given the right to purchase your unit. A specific offer with pricing expectations will be forthcoming this summer. If you do not buy your apartment, EP Munjoy 1 LLC is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by EP Munjoy 1 LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

As always, feel free to contact us with questions or concerns.

All the best,

Katie Speede

Katie Speede
EP Munjoy 1 LLC
781-635-2243
katie.speede@ellaproperties.com

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ELLA
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May 22, 2017

HAND DELIVERED

Mr. Ben Bishop & Ms. Jill Lopez
77 Congress Street, Rear Unit
Portland, ME 04101

Dear Ben and Jill,

As previously discussed, we are planning to renovate 77 Congress Street beginning in October of this year. Per your lease, dated May 4, 2015 this letter serves as your 120-day notice period to vacate the property. You are welcome to remain in occupancy per the terms of the lease through September 30, 2017.

Per the City of Portland Land Use Ordinance, Chapter 14, Article VII you will be given the right to purchase your unit. A specific offer with pricing expectations will be forthcoming this summer. If you do not buy your apartment, EP Munjoy 1 LLC is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by EP Munjoy 1 LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

As always, feel free to contact us with questions or concerns.

All the best,

Katie Speede
EP Munjoy 1 LLC
781-635-2243
katie.speede@ellaproperties.com

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ELLA
PROPERTIES

August 1, 2017

HAND DELIVERED

Katie Hansberry
77 Congress Street, Unit 1R
Portland, ME 04101

Dear Katie,

Per our hand delivered notification to you on May 22, 2017 (copy attached), EP Munjoy 1 LLC will begin unit renovations this fall.

In the May 22, 2017 notification, we referenced your right to purchase your unit. Our plans are to renovate kitchens and bathrooms, with other selective renovations that can be discussed in detail depending on your interest level. This would require you to vacate your unit for a period of 8 months. We offer you the right to purchase your renovated unit for a price of $300,000 and this offer is exclusively yours for 60 days from the date hereof until you notify us in writing that you are not interested in pursuing the offer.

As a reminder, if you do not buy your apartment, EP Munjoy 1 LLC is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by EP Munjoy 1 LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

All the best,

Katie Speede

Katie Speede
Ella Properties LLC

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ELLA
PROPERTIES

August 1, 2017

HAND DELIVERED

Lisa Birmingham
77 Congress Street, Unit 3
Portland, ME 04101

Dear Lisa,

Per our hand delivered notification to you on May 22, 2017 (copy attached), EP Munjoy 1 LLC will begin unit renovations this fall.

In the May 22, 2017 notification, we referenced your right to purchase your unit. Our plans are to renovate kitchens and bathrooms, with other selective renovations that can be discussed in detail depending on your interest level. This would require you to vacate your unit for a period of 8 months. We offer you the right to purchase your renovated unit for a price of $425,000 and this offer is exclusively yours for 60 days from the date hereof until you notify us in writing that you are not interested in pursuing the offer.

As a reminder, if you do not buy your apartment, EP Munjoy 1 LLC is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by EP Munjoy 1 LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

All the best,

Katie Speede
Ella Properties LLC