

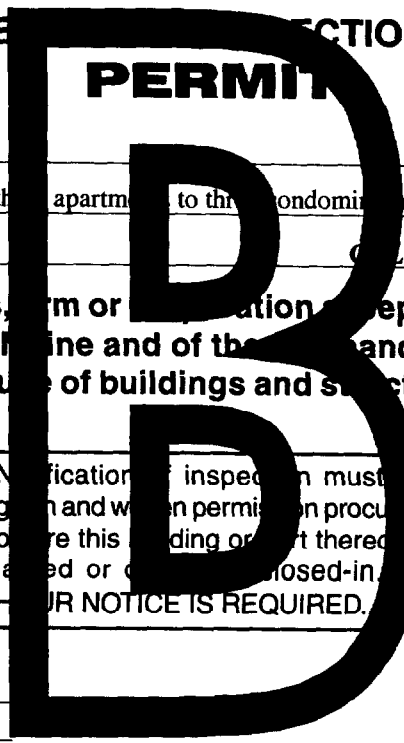
# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING DEPARTMENT

## PERMIT

Permit Number: 030081



This is to certify that Mcgee Chessell N /n/a  
has permission to Condominium Conversion, the apartment to the condominiums  
AT 61 Kellogg St 017 A004001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and when permission procured before this building or part thereof is leased or occupied. **24 HOUR NOTICE IS REQUIRED.**

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

### OTHER REQUIRED APPROVALS

Fire Dept. [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name \_\_\_\_\_

[Signature] 2/12/03  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0081	Issue Date:	CBL: 017 A004001
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Location of Construction: 61 Kellogg St	Owner Name: Mcgee Chessell N	Owner Address: 61 Kellogg St	Phone: 207-253-3136
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland	Phone:
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Change of Use - Condo Conversion	Zone: R-6

Past Use: Multi Family / Three Apartments	Proposed Use: Change of Use; Condo Conversion, three apartments to three condominiums	Permit Fee: \$330.00	Cost of Work: \$0.00	CEO District: 1
<p><i>Legal 3SU - Not allowed AN increase in D.U.</i></p> <p>Proposed Project Description: Condominium Conversion, three apartments to three condominiums</p>		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R2 Type: 5B 2/12/03	
		Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	
PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)				
Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied				
Signature: _____ Date: _____				

Permit Taken By: gg	Date Applied For: 02/03/2003	<b>Zoning Approval</b>		
<ol style="list-style-type: none"> <li>This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</li> <li>Building permits do not include plumbing, septic or electrical work.</li> <li>Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</li> </ol>		<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan  Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> <i>ok with conditions</i> Date: <i>2/12/03</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>Historic Preservation</b> <input checked="" type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied
		Date: _____		

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT ADDRESS DATE PHONE

\_\_\_\_\_  
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE DATE PHONE

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 03-0081	Date Applied For: 02/03/2003	CBL: 017 A004001
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Location of Construction: 61 Kellogg St	Owner Name: Mcgee Chessell N	Owner Address: 61 Kellogg St	Phone: 207-253-3136
Business Name: n/a	Contractor Name: n/a	Contractor Address: n/a Portland	Phone
Lessee/Buyer's Name n/a	Phone: n/a	Permit Type: Change of Use - Condo Conversion	

Proposed Use: Change of Use; Condo Conversion, three apartments to three condominiums	Proposed Project Description: Condominium Conversion, three apartments to three condominiums
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 02/10/2003

**Note:** 61 Kellogg St**Ok to Issue:** 

- 1) PLEASE NOTE: Under the City's Condominium conversion regulations, A) BEFORE a developer offers to convey a converted unit, a conversion permit shall be obtained. B) Rent may not be altered during the official noticing period unless expressly provided in a preexisting written lease. C) For a sixty (60) day period following the notice of intent to convert, the tenant has an exclusive and irrevocable option to purchase during which time the developer may not convey or offer to convey the unit to any other person. D) The developer shall post a copy of the permit in a conspicuous place in each unit, and shall make copies available to prospective purchasers upon request. E) If a tenant is eligible for tenant relocation payments, they SHALL be paid a CASH PAYMENT BEFORE the tenant is required to vacate.
- 2) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 3) This property shall remain a three (3) family dwelling. Any change of use shall require a separate permit application for review and approval.
- 4) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Pending      **Reviewer:**      **Approval Date:**

**Note:****Ok to Issue:** 

**Dept:** Fire      **Status:** Pending      **Reviewer:** Lt. McDougall      **Approval Date:**

**Note:****Ok to Issue:**

Condominium Conversion Permit Application, continued

PART III

PROJECT DATA

- 1. Assessor's reference, Chart, Block; Lot: \_\_\_\_\_
- 2. Number of units before conversion:
  - \_\_\_\_\_ units with 1 bedroom;
  - 1 units with 2 bedrooms;
  - 2 units with 3 or more bedrooms;
- 3. Monthly rent (range) (specify with or without util.):
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \*850-975.00 w/out utls
- 4. Number of units after conversion:
  - \_\_\_\_\_ units with 1 bedroom;
  - 1 units with 2 bedrooms;
  - 2 units with 3 or more bedrooms;
- 5. Purchase Price (range)
  - \_\_\_\_\_
  - 149,900 - 155,900
  - 149,900 - 164,900
- 6. Length of time building owned by applicant? 6 years
- 7. Are any building improvements, renovations, or modifications being made associated with this conversion that require a Building, Plumbing, Electrical, or Heating Permit
  - Yes  No \_\_\_\_\_ (Please circle applicable permit type.)
  - house panel to be installed,
- 8. Type and cost of building improvements associated with this conversion that do not require permits:
  - \$ \_\_\_\_\_ exterior walls, windows, doors, roof
  - \$ \_\_\_\_\_ insulation
  - \$ 2,000 interior cosmetic (wall/floor/refinishing, etc.)
  - \$ 2,000 other (specify) new oil tank for 3rd floor; new stairs to bsmt
  - \_\_\_\_\_ none

Apt # 1 - Chessell McGee - owner  
 Apt # 2 Sarah McNair 1/30/03 Andrea Patterson 1/30/03  
 Apt # 3 Ryan Rumsey 1/30/03 Tom Lambert 1/30/03 Nicole Pisani 1/30/03

Zoning Division  
Marge Schmuckal  
Zoning Administrator



Department of Urban Development  
Joseph E. Gray, Jr.  
Director

CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 59/61 Kellogg St. PORTLAND

NUMBER OF UNITS: 3

TENANT NAME: Sarah McNair

TENANT'S UNIT #: #2

TENANT'S TEL. #: 879-4632

TENANT'S PRESENT ANNUAL INCOME: unk

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 2

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Chessell McGee  
59 Kellogg St. 253-3136

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: \_\_\_\_\_

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

House ~~2000~~ installed  
new stairs to basement, new oil tank for 3rd fl.

January 30, 2003

Sarah McNair  
61 Kellogg Street #2  
Portland, ME 04101

Dear Sarah,

Thank you so much for being a fantastic tenant! As you know, many changes have been happening at Kellogg Street. Since I have been operating the building on my own for the last year, I have done a lot of necessary improvements. Unfortunately, none of them were inexpensive. My property taxes and insurance have increased drastically, along with maintenance costs. So, for the last few months I have been evaluating my situation and my options and I have finally come to a decision on what I need to do. The decision hasn't been easy, but it is one that makes the most sense.

This letter is to provide you 120 day written notice of my intent to turn your apartment unit into a condominium. During this period, you retain a 60 day right of first refusal to purchase your unit. For a period of 60 days I will not market the property to anyone else, besides you and Andrea. After that 60 day period, I will be able, and plan on marketing your unit to the general public if you decide not purchase it. That date will be March 30, 2003. You will not be required to vacate your unit prior to a period of 120 days, from the date of this notice, or prior to May 30, 2003.

It is my intent to convert the entire building, so that the current 3 apartments will become 3 separate condominium units. The name of the project is the 'East Side Condominiums'. I will retain my 1<sup>st</sup> floor unit and sell the remaining two units. Your unit, unit #2, will be offered to you at a price of \$159,000. If you decide not to purchase it, it will go on the open market for \$164,900. Each unit will retain one parking space, exclusive rights to their respective decks, a storage unit in the basement, common laundry until later determination, plus limited common area of garden space, the condo fee will be \$150.00 per month. For 60 days, as I mentioned, you have the right of first refusal to purchase the unit at the \$159,000 price. For 180 days after that I cannot offer the condominium to anyone else at more favorable terms. I have enclosed preliminary condo documents and plans for your review.

If you choose not to purchase the unit, you may be eligible for housing assistance. You can make that determination through the City of Portland using the Federal Government guidelines. You can give Marge Schmuckal a call at City Hall, her number is (207)874-8695. She is the zoning administrator and works on planning and development for the city of Portland.

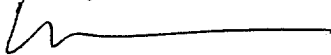
After the 60 day period of first refusal, if you do not wish to purchase the unit, by notifying me in writing, I will begin to market the property. It will be shown to the general public, never without a real estate agent present, and never without 24 hour prior notice, unless you agree to it being shown with less than 24 hour notice. (I will plan on hosting an open house and doing group showings so that I can get as many people into the unit in a short space of time, and with as little disturbance to you as possible, if you choose not to purchase.)

I hope you understand this change is one that I do with some trepidation! I have really enjoyed being your landlord. But, I cannot continue to do it on my own. I certainly hope that you will consider remaining a tenant (or even an owner!) until you either purchase the unit, or it is sold to someone else. A closing could not happen prior to May 30, 2003, (unless you were to purchase it) so that you will not be asked to move before then.

Basically, no matter what happens, you won't have to move prior to May 30, 2003, maybe later, depending on closing terms. During this period, I will not change the terms of your tenancy, your rent will not increase, and if you intend to move or vacate the property, I must receive a 30 day written notice. After 30 day notice and upon vacancy, with a satisfactory inspection of your unit and return of your keys, you will receive your security deposit. If I put the condo unit under contract, I will give you as much advance notice as possible to the closing date.

If you have any questions or intentions of purchasing the unit, please feel free to talk to me. I can guide you to a loan officer and of course, help you through the purchase process. If buying the unit is not for you, I am more than willing to give you fabulous recommendations wherever you go.

Sincerely,



Chessell McGee  
Owner 59 Kellogg Street  
Portland, ME 04101

Zoning Division  
Marge Schmuckal  
Zoning Administrator

Department of Urban Development  
Joseph E. Gray, Jr.  
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 59/61 Kellogg St. Portland

NUMBER OF UNITS: 3

TENANT NAME: Andrea Patterson

TENANT'S UNIT #: 2

TENANT'S TEL. #: 879-4632

TENANT'S PRESENT ANNUAL INCOME: UNK

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 2

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Chesell McGee  
59 Kellogg St. 253-3136

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: \_\_\_\_\_

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

House electric ~~panel~~ installed  
New stairs to basement, new oil tank 3rd fl.

January 30, 2003

Andrea Patterson  
61 Kellogg Street #2  
Portland, ME 04101

Dear Andrea,

Thank you so much for being a fantastic tenant! As you know, many changes have been happening at Kellogg Street. Since I have been operating the building on my own for the last year, I have done a lot of necessary improvements. Unfortunately, none of them were inexpensive. My property taxes and insurance have increased drastically, along with maintenance costs. So, for the last few months I have been evaluating my situation and my options and I have finally come to a decision on what I need to do. The decision hasn't been easy, but it is one that makes the most sense.

This letter is to provide you 120 day written notice of my intent to turn your apartment unit into a condominium. During this period, you retain a 60 day right of first refusal to purchase your unit. For a period of 60 days I will not market the property to anyone else, besides you and Sarah. After that 60 day period, I will be able, and plan on marketing your unit to the general public if you decide not purchase it. That date will be March 30, 2003. You will not be required to vacate your unit prior to a period of 120 days, from the date of this notice, or prior to May 30, 2003.

It is my intent to convert the entire building, so that the current 3 apartments will become 3 separate condominium units. The name of the project is the 'East Side Condominiums'. I will retain my 1<sup>st</sup> floor unit and sell the remaining two units. Your unit, unit #2, will be offered to you at a price of \$159,000. If you decide not to purchase it, it will go on the open market for \$164,900. Each unit will retain one parking space, exclusive rights to their respective decks, a storage unit in the basement, common laundry until later determination, plus limited common area of garden space, the condo fee will be \$150.00 per month. For 60 days, as I mentioned, you have the right of first refusal to purchase the unit at the \$159,000 price. For 180 days after that I cannot offer the condominium to anyone else at more favorable terms. I have enclosed preliminary condo documents and plans for your review.

If you choose not to purchase the unit, you may be eligible for housing assistance. You can make that determination through the City of Portland using the Federal Government guidelines. You can give Marge Schmuckal a call at City Hall, her number is (207)874-8695. She is the zoning administrator and works on planning and development for the city of Portland.

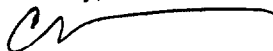
After the 60 day period of first refusal, if you do not wish to purchase the unit, by notifying me in writing, I will begin to market the property. It will be shown to the general public, never without a real estate agent present, and never without 24 hour prior notice, unless you agree to it being shown with less than 24 hour notice. (I will plan on hosting an open house and doing group showings so that I can get as many people into the unit in a short space of time, and with as little disturbance to you as possible, if you choose not to purchase.)

I hope you understand this change is one that I do with some trepidation! I have really enjoyed being your landlord. But, I cannot continue to do it on my own. I certainly hope that you will consider remaining a tenant (or even an owner!) until you either purchase the unit, or it is sold to someone else. A closing could not happen prior to May 30, 2003, (unless you were to purchase it) so that you will not be asked to move before then.

Basically, no matter what happens, you won't have to move prior to May 30, 2003, maybe later, depending on closing terms. During this period, I will not change the terms of your tenancy, your rent will not increase, and if you intend to move or vacate the property, I must receive a 30 day written notice. After 30 day notice and upon vacancy, with a satisfactory inspection of your unit and return of your keys, you will receive your security deposit. If I put the condo unit under contract, I will give you as much advance notice as possible to the closing date.

If you have any questions or intentions of purchasing the unit, please feel free to talk to me. I can guide you to a loan officer and of course, help you through the purchase process. If buying the unit is not for you, I am more than willing to give you fabulous recommendations wherever you go.

Sincerely,



Chessell McGee  
Owner 59 Kellogg Street  
Portland, ME 04101



Zoning Division  
Marge Schmuckal  
Zoning Administrator

Department of Urban Development  
Joseph E. Gray, Jr.  
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 59/61 Kellogg Street Portland

NUMBER OF UNITS: 3

TENANT NAME: Tom Lambert

TENANT'S UNIT #: #3

TENANT'S TEL. #: 749-9044

TENANT'S PRESENT ANNUAL INCOME: \_\_\_\_\_

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 1

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Chessell McGee  
59 Kellogg St. 253-3136

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: \_\_\_\_\_

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

House electric <sup>panel</sup> ~~meter~~ installed.  
New stairs to basement, new oil tank installed  
for 3rd floor.

January 30, 2003

Tom Lambert  
61 Kellogg Street #3  
Portland, ME 04101

Dear Tom,

Thank you so much for being a fantastic tenant! As you know, many changes have been happening at Kellogg Street. Since I have been operating the building on my own for the last year, I have done a lot of necessary improvements. Unfortunately, none of them were inexpensive. My property taxes and insurance have increased drastically, along with maintenance costs. So, for the last few months I have been evaluating my situation and my options and I have finally come to a decision on what I need to do. The decision hasn't been easy, but it is one that makes the most sense.

This letter is to provide you 120 day written notice of my intent to turn your apartment unit into a condominium. During this period, you retain a 60 day right of first refusal to purchase your unit. For a period of 60 days I will not market the property to anyone else, besides you, Nicole and Ryan. After that 60 day period, I will be able, and plan on marketing your unit to the general public if you decide not purchase it. That date will be March 30, 2003. You will not be required to vacate your unit prior to a period of 120 days, from the date of this notice, or prior to May 30, 2003.

It is my intent to convert the entire building, so that the current ~~3~~ <sup># 3</sup> apartments will become 3 separate condominium units. The name of the project is the 'East Side Condominiums'. I will retain my 1<sup>st</sup> floor unit and sell the remaining two units. Your unit, unit #2, will be offered to you at a price of \$159,000. If you decide not to purchase it, it will go on the open market for \$164,900. Each unit will retain one parking space, exclusive rights to their respective decks, a storage unit in the basement, common laundry until later determination, plus limited common area of garden space, the condo fee will be \$150.00 per month. For 60 days, as I mentioned, you have the right of first refusal to purchase the unit at the \$159,000 price. For 180 days after that I cannot offer the condominium to anyone else at more favorable terms. I have enclosed preliminary condo documents and plans for your review.

If you choose not to purchase the unit, you may be eligible for housing assistance. You can make that determination through the City of Portland using the Federal Government guidelines. You can give Marge Schmuckal a call at City Hall, her number is (207)874-8695. She is the zoning administrator and works on planning and development for the city of Portland.

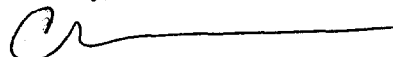
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Sincerely,



Chessell McGee  
Owner 59 Kellogg Street  
Portland, ME 04101

Zoning Division  
Marge Schmuckal  
Zoning Administrator

Department of Urban Development  
Joseph E. Gray, Jr.  
Director



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 59/61 Kellogg St. Portland

NUMBER OF UNITS: 3

TENANT NAME: Ryan Ramsey

TENANT'S UNIT #: 3

TENANT'S TEL. #: 653-9005

TENANT'S PRESENT ANNUAL INCOME: \_\_\_\_\_

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 1

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Chesell McGee  
59 Kellogg St. 253-3136

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: \_\_\_\_\_

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

House electric ~~panel~~ <sup>panel</sup> installed  
New stairs to basement, new oil tank installed for 3<sup>rd</sup> fl.

January 30, 2003

Ryan Rumsey  
61 Kellogg Street #3  
Portland, ME 04101

Dear Ryan,

Thank you so much for being a fantastic tenant! As you know, many changes have been happening at Kellogg Street. Since I have been operating the building on my own for the last year, I have done a lot of necessary improvements. Unfortunately, none of them were inexpensive. My property taxes and insurance have increased drastically, along with maintenance costs. So, for the last few months I have been evaluating my situation and my options and I have finally come to a decision on what I need to do. The decision hasn't been easy, but it is one that makes the most sense.

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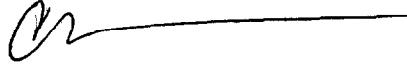
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Sincerely,

  
Chessell McGee  
Owner 59 Kellogg Street  
Portland, ME 04101

Zoning Division  
Marge Schmuckal  
Zoning Administrator



Department of Urban Development  
Joseph E. Gray, Jr.  
Director

CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 59/61 Kellogg St. P4W

NUMBER OF UNITS: 3

TENANT NAME: Nicole Pisani

TENANT'S UNIT #: 3

TENANT'S TEL. #: 318-9224

TENANT'S PRESENT ANNUAL INCOME: UNK

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 1

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Chessell McGee  
59 Kellogg St. 253-3136

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: \_\_\_\_\_

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

house electric ~~panel~~ <sup>panel</sup> installed  
New stairs to basement, new oil tank installed for 3rd  
floor.

January 30, 2003

Nicole Pisani  
61 Kellogg Street #3  
Portland, ME 04101

Dear Nicole,

Thank you so much for being a fantastic tenant! As you know, many changes have been happening at Kellogg Street. Since I have been operating the building on my own for the last year, I have done a lot of necessary improvements. Unfortunately, none of them were inexpensive. My property taxes and insurance have increased drastically, along with maintenance costs. So, for the last few months I have been evaluating my situation and my options and I have finally come to a decision on what I need to do. The decision hasn't been easy, but it is one that makes the most sense.

This letter is to provide you 120 day written notice of my intent to turn your apartment unit into a condominium. During this period, you retain a 60 day right of first refusal to purchase your unit. For a period of 60 days I will not market the property to anyone else, besides you, Ryan and Tom. After that 60 day period, I will be able, and plan on marketing your unit to the general public if you decide not purchase it. That date will be March 30, 2003. You will not be required to vacate your unit prior to a period of 120 days, from the date of this notice, or prior to May 30, 2003.

It is my intent to convert the entire building, so that the current 3 apartments will become 3 separate condominium units. The name of the project is the 'East Side Condominiums'. I will retain my 1<sup>st</sup> floor unit and sell the remaining two units. Your unit, unit #2, will be offered to you at a price of \$159,000. If you decide not to purchase it, it will go on the open market for \$164,900. Each unit will retain one parking space, exclusive rights to their respective decks, a storage unit in the basement, common laundry until later determination, plus limited common area of garden space, the condo fee will be \$150.00 per month. For 60 days, as I mentioned, you have the right of first refusal to purchase the unit at the \$159,000 price. For 180 days after that I cannot offer the condominium to anyone else at more favorable terms. I have enclosed preliminary condo documents and plans for your review.

If you choose not to purchase the unit, you may be eligible for housing assistance. You can make that determination through the City of Portland using the Federal Government guidelines. You can give Marge Schmuckal a call at City Hall, her number is (207)874-8695. She is the zoning administrator and works on planning and development for the city of Portland.

After the 60 day period of first refusal, if you do not wish to purchase the unit, by notifying me in writing, I will begin to market the property. It will be shown to the general public, never without a real estate agent present, and never without 24 hour prior notice, unless you agree to it being shown with less than 24 hour notice. (I will plan on hosting an open house and doing group showings so that I can get as many people into the unit in a short space of time, and with as little disturbance to you as possible, if you choose not to purchase.)

I hope you understand this change is one that I do with some trepidation! I have really enjoyed being your landlord. But, I cannot continue to do it on my own. I certainly hope that you will consider remaining a tenant (or even an owner!) until you either purchase the unit, or it is sold to someone else. A closing could not happen prior to May 30, 2003, (unless you were to purchase it) so that you will not be asked to move before then.

Basically, no matter what happens, you won't have to move prior to May 30, 2003, maybe later, depending on closing terms. During this period, I will not change the terms of your tenancy, your rent will not increase, and if you intend to move or vacate the property, I must receive a 30 day written notice. After 30 day notice and upon vacancy, with a satisfactory inspection of your unit and return of your keys, you will receive your security deposit. If I put the condo unit under contract, I will give you as much advance notice as possible to the closing date.

If you have any questions or intentions of purchasing the unit, please feel free to talk to me. I can guide you to a loan officer and of course, help you through the purchase process. If buying the unit is not for you, I am more than willing to give you fabulous recommendations wherever you go.

Sincerely,



Chessell McGee  
Owner 59 Kellogg Street  
Portland, ME 04101

# All Purpose Building Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address of Construction: <u>61 Kellogg</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot <u>.09</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>017</u> Block# <u>A</u> Lot# <u>004</u>	Owner: <u>Chessell N. McGee</u>	Telephone: <u>207 253-3136</u>
Lessee/Buyer's Name (if Applicable)	Applicant name, address & telephone: <u>Chessell N. McGee</u> <u>59 Kellogg St.</u> <u>Portland, ME 04101</u>	Cost Of Work: \$ _____  Fee: \$ <u>3</u> units @ \$25.00 per unit \$ <u>75.00</u>
Current use: <u>Apt. Building</u> number of units: <u>3</u>		<u>Bldg Fee 30.00</u>
Purposed use <u>Condominiums</u> number of units: <u>3</u>		<u>3 units 75.00</u>
Project description: <u>Convert each apt. into a condominium unit.</u>		<u>3 Copd 225.00</u>
		<u>Total \$ 330.00</u>
<del>Contractor's</del> <sup>owner's</sup> name, address & telephone: Who should we contact when the permit is ready: <u>Chessell N. McGee</u> xx		
Mailing address: <u>59 Kellogg St.</u> <u>Portland, ME 04101</u>		Phone: <u>253-3136</u> xx <u>Call</u>

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: <u>[Signature]</u>	Date: <u>2/3/2003</u>	DEPT. OF BUILDING INSPECTION CITY OF PORTLAND, ME RECEIVED FEB 3 2003
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This is not a permit, you may not commence ANY work until the permit is issued.

CONDOMINIUM CONVERSION PERMIT  
CITY OF PORTLAND, MAINE  
PART I

To the Chief of Building and Inspection Services, Portland, Maine, the undersigned hereby applies for a Condominium Conversion Permit.

Location of Project: 59/61 Kellogg St.  
Portland, ME 04101  
Assessor's chart: \_\_\_\_\_  
Block: \_\_\_\_\_  
Lot: \_\_\_\_\_

Name of Owner: Chessell N. McGee

Address: 59 Kellogg St.

Telephone No.: 207 253-3136

Name of Project: East Side Condominium Association

No of Units to be Converted: 3

No. of Units applying for: 3

No. of Units in structure 3

Date on which Declaration of Condominiums was filed in Cumberland County Registry of Deeds \_\_\_\_\_

Approved by: \_\_\_\_\_

ZONING: \_\_\_\_\_ Date: \_\_\_\_\_

No. of units approved (circle)

Fire Dept: 1 3 3 4 5 6 7 8 9 10 Date: \_\_\_\_\_

others  
Plumbing: 1 2 3 4 5 6 7 8 9 10 Date: \_\_\_\_\_

others  
Elec: 1 2 3 4 5 6 7 8 9 10 Date: \_\_\_\_\_

others  
Bldg. & Housing: 1 2 3 4 5 6 7 8 9 10 Date: \_\_\_\_\_

Comments: \_\_\_\_\_



9. For each converted rental unit supply the following information on last tenants prior to conversion:

Unit Number: 1 2 3 4 5 6 7 8 9 : 10

a) Length of occupancy- \_\_\_\_\_

b) Age of head of household- mid twenties

c) Number of children- 0

d) Number of persons ages 60 or over- 0

e) Will tenant purchase unit? not sure

f) If not, was (or will) relocation payment (be) made? not sure

g) If moving, check destination below:

- i) Same Neighborhood- \_\_\_\_\_
- ii) Elsewhere in Portland- \_\_\_\_\_
- iii) Out of Portland- \_\_\_\_\_
- iv) Unknown- \_\_\_\_\_

9. For each converted rental unit supply the following information on last tenants prior to conversion:

Unit Number: 1 2 + 3 4 5 6 7 8 9 10

	mid-twenties
	Ø
	Ø
	not sure
	not sure

- a) Length of occupancy-
- b) Age of head of household-
- c) Number of children-
- d) Number of persons ages 60 or over-
- e) Will tenant purchase unit?
- f) If not, was (or will) relocation payment (be) made?
- g) IF moving, check destination below:
  - i) Same Neighborhood-
  - ii) Elsewhere in Portland-
  - iii) Out of Portland-
  - iv) Unknown-



9. For each converted rental unit supply the following information on last tenants prior to conversion:

Unit Number: 1 2 3 4 5 6 7 8 9 10

> 1 yrs.

mid twenties

Ø

Ø

UNK

UNK

- i) Same Neighborhood-
- ii) Elsewhere in Portland-
- iii) Out of Portland-
- iv) Unknown-

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For each converted rental unit supply the following information on last tenants prior to conversion:

Unit Number: 1 2 3 4 5 6 7 8 9 10

> 147-

mid-twentieth

Ø

Ø

DNK

DNK

- a) Length of occupancy-
- b) Age of head of household-
- c) Number of children-
- d) Number of persons ages 60 or over-
- e) Will tenant purchase unit?
- f) If not, was (or will) relocation payment (be) made?
- g) If moving, check destination below:
  - i) Same Neighborhood-
  - ii) Elsewhere in Portland-
  - iii) Out of Portland-
  - iv) Unknown-

CONDOMINIUM CONVERSION APPLICATION  
PART II

CODE COMPLIANCE:

1. Please attach copy of Notice of Intent to this application.
2. Attach also a list of names of tenants or occupants to whom letters were sent.
3. Please include addresses of those receiving notices of intent and dates such notice was received. (Please give apt. number wherever possible)
4. Have notices of intent been given to tenants in accordance with Chapter 608.4 of the Municipal Code entitled "Condominium Conversion Ordinance"?  
 yes                      no
5. Have relocation payments been made to eligible tenants in accordance with Chapter 608.5 of the Municipal Code?    yes                      no    *NOT YET*
6. Have relocation referrals and assistance been provided to tenants on demand?  
yes                      no    *N/A as of now*