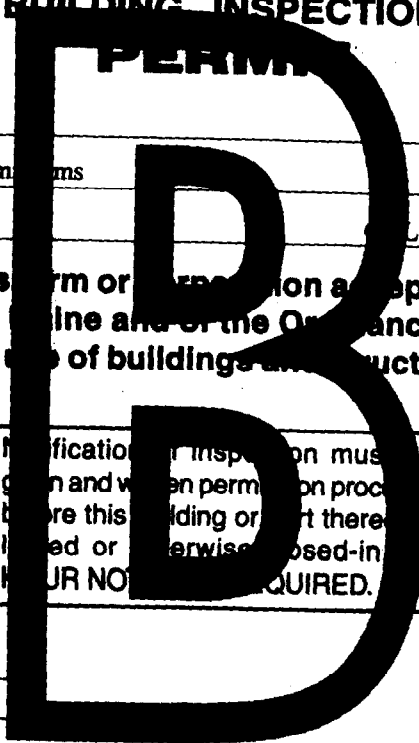


DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

Please Read Application And Notes, if Any, Attached

BUILDING INSPECTION

Permit Number: 031350



This is to certify that Connolly Michael C &
has permission to Change of Use to 5 condominiums
AT 36 Waterville St 017 E015001

provided that the person or persons firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of this State 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 proceeds before this building or part thereof is started or otherwise closed-in. HOUR NOT 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] 11/13/83
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: 03-1350	Issue Date:	CBL: 017 E015001
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Location of Construction: 36 Waterville St	Owner Name: Connolly Michael C &	Owner Address: 36 Waterville St # 4	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	Zone: R2B

Past Use: 5 unit apartment building	Proposed Use: 5 unit condominium	Permit Fee: \$1,125.00	Cost of Work: \$0.00	CEO District: 1
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Proposed Project Description: Change of Use to 5 condominiums <i>Legal Use: 5 Dwelling units</i>	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R2 Type: 5A/B 11/13/03 <i>[Signature]</i>
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Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
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PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

Permit Taken By: kwd	Date Applied For: 10/29/2003	Zoning Approval
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. 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..	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <i>to remain 5 D.U. only</i> <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"/> Denied Date: <i>11/10/03</i>	Zoning Appeal <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	Historic Preservation <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: <i>[Signature]</i>
--	--	---	--

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

DEPARTMENT DIRECTOR
Lee D. Urban



DIVISION DIRECTORS
Mark B. Adelson
Housing & Neighborhood Services

Alexander Q. Jaegerman
Planning

John N. Lufkin
Economic Development

DEPARTMENT OF PLANNING AND DEVELOPMENT

September 11, 2002

Steve Thomas
44 Oak St.
Portland, ME 04101

RE: Waiver Request 36-38 Waterville St. (017 E015) Building Permit #020834

Dear Chris,

This office has reviewed your request dated 9/4/02, with regard to the fire separation distance for the proposed construction of dormers and living space on the existing 4th floor at the above location. The following are the facts:

- 1) The structure on the adjacent parcel is 15'10" from the subject structure.
- 2) The proposed structure is an R2 use group, Type 5B construction. All modifications will be Type 5A construction.
- 3) The owner agrees to install the NFPA type 13R system in the forth floor immediately and retrofit the entire building within 24 months of the issuance of a certificate of occupancy.

The applicant proposes that the City measure the fire separation distance to a line that is one half the distance from the subject structure to the s the abutting property, much like the code requires for development of multiple buildings on the same lot. This distance is 8 feet 5 inches. The applicant proposes the sprinkler system to allow the vertical expansion of the attic with dormers consistent with Section 504.2.

Based on the above facts the City of Portland hereby grants the request based on the following conditions:

- 1)The openings on the north elevation must be limited to 10%. Because this is an NFPA 13R system, the code considers the openings unprotected and limited to 10%.
- 2)The Guards must be redesigned as the mesh has an ornamental pattern.
- 3)The owner agrees to install the NFPA type 13R system in the forth floor immediately and retrofit the entire building within 24 months of the issuance of a certificate of occupancy.

Sincerely,

Mike Nugent
Manager of Inspection Services

City of Portland, Maine - Building or Use Permit

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

Permit No: 03-1350	Date Applied For: 10/29/2003	CBL: 017 E015001
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Location of Construction: 36 Waterville St	Owner Name: Connolly Michael C &	Owner Address: 36 Waterville St # 4	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	

Proposed Use: 5 unit condominium	Proposed Project Description: Change of Use to 5 condominiums
--	---

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 11/10/2003

Note: **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 five (5) family dwelling. Any change of use shall require a separate permit application for review and approval.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Mike Nugent **Approval Date:** 11/13/2003

Note: **Ok to Issue:**

- 1) The entire building must be sprinkled in accordance w/ NFPA standards, Each unit owner must accept this requirement prior to sale.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Lt. MacDougal **Approval Date:** 11/12/2003

Note: **Ok to Issue:**

- 1) the boiler shall be enclosed in an one hour enclosure or enclosed in a smoke protected enclosure with domestic sprinkler protection
- 2) vertical openings shall be fire rated with a minimum of one hour rating

City of Portland, Maine - Building or Use Permit

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

Permit No: 03-1350	Date Applied For: 10/29/2003	CBL: 017 E015001
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Location of Construction: 36 Waterville St	Owner Name: Connolly Michael C &	Owner Address: 36 Waterville St # 4	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	

Proposed Use: 5 unit condominium	Proposed Project Description: Change of Use to 5 condominiums
--	---

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Marge Schmuckal **Approval Date:** 11/10/2003

Note: **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 five (5) family dwelling. Any change of use shall require a separate permit application for review and approval.

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

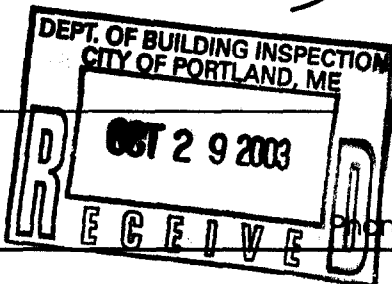
Note: **Ok to Issue:**

03-1350

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>36-38 Waterville St.</u>		
Total Square Footage of Proposed Structure	Square Footage of Lot <u>5752</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>17</u> Block# <u>E</u> Lot# <u>15-16</u>	Owner: <u>Michael Connolly and Rebecca Hitchcock</u>	Telephone: <u>774-3392</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone:	Cost Of Work: \$ Fee: \$ <u>150.00</u> <u>5</u> units @ \$25.00 per unit \$ <u>125.00</u>
Current use: <u>Apartment building</u> number of units: <u>5</u>	<u>5 Conversion</u>	
Purposed use: <u>Condominium</u> number of units: <u>5</u>	<u>750.00</u> <u>5 cond</u> <u>375.00</u>	
Project description: <u>We would convert this five-unit apartment building into a five-unit condominium. We propose to move from 3rd floor to 4th floor (under construction) when completed (from old units 4+5 to new unit 5).</u>		
Contractor's name, address & telephone:		Total <u>\$1,125.00</u>
Who should we contact when the permit is ready:		
Mailing address:		



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>10/29/03</u>
--	-----------------------

This is not a permit, you may not commence ANY work until the permit is issued

Zoning Division
Marge Schmuckal
Zoning Administrator



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

CITY OF PORTLAND

Condominium Conversion Tenant Forms

(see individual forms)

BUILDING ADDRESS: _____

NUMBER OF UNITS: _____

TENANT NAME: _____

TENANT'S UNIT #: _____

TENANT'S TEL. #: _____

TENANT'S PRESENT ANNUAL INCOME: _____

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: _____

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: _____

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION – PLEASE DETAIL

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: Assessor's chart: 17
Block: E
Lot: 15-16

Name of Owner: Michael Connolly and Rebecca Hitchcock

Address: 36 Waterville St. #4 Portland, ME 04101

Telephone No.: 774-3392

Name of Project: Cois Fharrige Condominium Owners' Association

No of Units to be Converted: 5

No. of Units applying for: 5

No. of Units in structure 5

Date on which Declaration of Condominiums was filed in Cumberland County Registry of Deeds 10/27/03

Approved by: _____

ZONING: _____ Date: _____

		No. of units approved (circle)											
Fire Dept:	others	1	3	3	4	5	6	7	8	9	10	Date:	_____
Plumbing:	others	1	2	3	4	5	6	7	8	9	10	Date:	_____
Elec:	others	1	2	3	4	5	6	7	8	9	10	Date:	_____
Bldg. & Housing:	others	1	2	3	4	5	6	7	8	9	10	Date:	_____

Comments: _____

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 *All on 10/28/03*
5. Have relocation payments been made to eligible tenants in accordance with Chapter 608.5 of the Municipal Code? yes no *Notice Given*
6. Have relocation referrals and assistance been provided to tenants on demand?
yes no *Eligibility to be determined. Will be done upon request.*

Condominium Conversion Permit Application, continued

PART III
PROJECT DATA

1. Assessor's reference, Chart, Block; Lot: 17-E-15-16
2. Number of units before conversion: 5
 - 2 units with 1 bedroom;
 - 3 units with 2 bedrooms;
 - _____ units with 3 or more bedrooms;
3. Monthly rent (range)
(specify with or without util.)
\$600 incl. all utilities
\$1000 incl. all utilities
.....
4. Number of units after conversion: 5
 - 2 units with 1 bedroom;
 - 3 units with 2 bedrooms;
 - _____ units with 3 or more bedrooms;
5. Purchase Price (range)
\$115,000 - 180,000
\$220,000 - 350,000
.....
6. Length of time building owned by applicant? 8 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.)
8. Type and cost of building improvements associated with this conversion that do not require permits:
\$ _____ exterior walls, windows, doors, roof
\$ _____ insulation
\$ 20,000 interior cosmetic (wall/floor/refinishing, etc.)
\$ _____ other (specify) _____
_____ none

36-38 Waterville St
5 legal units

Apt #	Tenant	Notice form to tenant	Notice ok?
1	Ryan Smith a. 332-0088 Andrew Sherman	Dated 10/23/03	ok
2	ERIC McLeod 773-5950	Dated 10/23/03	ok
3	Karyl Sylken 774-4323	Dated 10/23/03	
4	} owner occupied Michael Connolly & Rebecca Hitchcock	N/A	N/A
5		N/A	N/A



CITY OF PORTLAND

Condominium Conversion Tenant Forms

UILDING ADDRESS: 36-38 Waterville St.

NUMBER OF UNITS: 5

TENANT NAME: Ryan Smith and Andrew Sherman

TENANT'S UNIT #: 1

TENANT'S TEL. #: 332-8080 450-3032

TENANT'S PRESENT ANNUAL INCOME: None

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 2

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Michael Connolly and Rebecca Hitchcock
36 Waterville St. #4 774-3392

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

Electric / walls / ceilings / Floors

Date: October 23, 2003

From: Michael Connolly and Rebecca Hitchcock, Owners, 36-38 Waterville Street,
Portland, Maine

To: Ryan Smith & Andrew Sherman, Tenants, 36 Waterville Street, Apt. 1

Re: Notice of Intent to Convert 36-38 Waterville Street, Portland, Maine to a
Condominium

NOTICE OF INTENT TO CONVERT: As you know, we intend to convert 36-38 Waterville Street into 5 condominium units. By law, based on the length of your tenancy, we are required to give you at least 120 days advance notice of intent to convert before we can require you to vacate. Therefore, we hereby give you notice of our intent to convert your apartment to a condominium unit. We further notify you that we may not require you to vacate on account of the proposed condominium conversion until at least March 1, 2004. However, please note as detailed below, that we are actually not asking you to move out of your unit until June 30, 2004.

OPTION TO PURCHASE: We are also required by law to give you (meaning all of the occupants of the unit jointly or if only one so opts, individually) a 60 day exclusive, non-assignable option to purchase the unit which you currently occupy. Therefore you have an exclusive, non-assignable option to purchase or to contract to purchase your unit (which is Unit 1 of Cois Fharrage Condominium), which runs from the date upon which you receive this notice until December 31, 2003. The purchase price for the unit is Two Hundred Twenty Thousand Dollars (\$220,000) in its current condition, or, if you prefer, Two Hundred Fifty Thousand Dollars (\$250,000) in a renovated condition. The renovated condition will include certain improvements to the kitchen and bathroom, refinished floors, and painted walls, with more detailed specifications to be provided upon request. In either current or renovated condition, a sprinkler system will be included. If you are considering purchasing, the Declaration, By-Laws, Rules and Regulations, First Year Condominium Association Budget, and Limited Warranty Certificate will be promptly provided to you upon request.

If you do opt to purchase, additional standard, commercially reasonable terms will be detailed in a purchase and sale agreement. Those provisions will include a requirement to pay two-months assessments into a working capital fund at closing and a requirement to accept a Limited Warranty Agreement reducing the warranty period to two years. You must notify us in writing by December 31, 2003 and sign a purchase and sale agreement by that date if you do wish to exercise your option to purchase. If you have not so notified us and signed a purchase and sale agreement by December 31, 2003, your option to purchase lapses. While it is not required, if you do know how you plan to proceed prior to that date, we would appreciate it if you would let us know so we can make arrangements accordingly.

NOTICE OF TERMINATION: If you do not opt to buy the condominium unit, you may remain in possession of your apartment until June 30, 2004. The terms of your tenancy, including your rent, will not be altered during this period. If you are not buying the Unit, we hereby request that you move out of Apartment 1, 36 Waterville Street,

Portland, Maine and deliver possession thereof to us on or before June 30, 2004. This notice shall serve as a notice of termination under the applicable law of forcible entry and detainer. Please note, however, that you are still obligated to comply with your lease and pay your current rent as long as you remain in occupancy. If you violate your lease, we reserve the right to require you to vacate sooner for breach of your lease and/or other reasons specified in the applicable law of forcible entry and detainer, in accordance with the procedures thereof. If you do not opt to buy the condominium unit and wish to move out earlier than June 30, 2004, please discuss your proposed plans with us.

RELOCATION ASSISTANCE: If you do not buy your apartment, we are 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 have complaints about the way you have been treated by us, 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). Upon request, assistance to you in finding another place to live will consist of referrals to other reasonable accommodations and assistance in determining whether you are eligible for relocation payments.

You are only eligible for relocation payments if your gross income is equal to or less than 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the U.S. Department of Housing and Urban Development at the time this notice is given. If you provide satisfactory proof that you meet the income eligibility requirement, the relocation payment will be equal to the amount of rent paid by you for the two (2) months immediately preceding the date upon which you vacate the unit.

We understand that this will cause some disruption in your life, so we have attempted to keep you informed of our plans as far in advance as possible. Please contact us if you have any questions.

Michael C. Connolly Date

Rebecca S. Hitchcock Date

Received by Tenant:

Signature Date



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 36-38 Waterville St.

NUMBER OF UNITS: 5

TENANT NAME: Eric McLeod

TENANT'S UNIT #: 2

TENANT'S TEL. #: 773-5950

TENANT'S PRESENT ANNUAL INCOME: UNK.

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 22

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Michael Connolly and Rebecca Hitchcock
36 Waterville St. #4 774-3392

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

Electric / walls / ceilings / Floors

Date: October 23, 2003

From: Michael Connolly and Rebecca Hitchcock, Owners, 36-38 Waterville Street,
Portland, Maine

To: Eric McLeod, Tenant, 36 Waterville Street, Apt. 2

Re: Notice of Intent to Convert 36-38 Waterville Street, Portland, Maine to a
Condominium

NOTICE OF INTENT TO CONVERT: As you know, we intend to convert 36-38 Waterville Street into 5 condominium units. By law, based on the length of your tenancy, we are required to give you at least 360 days advance notice of intent to convert before we can require you to vacate. Therefore, we hereby give you notice of our intent to convert your apartment to a condominium unit. We further notify you that we may not require you to vacate on account of the proposed condominium conversion until October 31, 2004.

OPTION TO PURCHASE: We are also required by law to give you (meaning all of the occupants of the unit jointly or if only one so opts, individually) a 60 day exclusive, non-assignable option to purchase the unit which you currently occupy. Therefore you have an exclusive, non-assignable option to purchase or to contract to purchase your unit (which is Unit 2 of Cois Fharrage Condominium), which runs from the date upon which you receive this notice until December 31, 2003. The purchase price for the unit is One Hundred Seventy Thousand Dollars (\$170,000) in its current condition, or, if you prefer, One Hundred Eighty Thousand Dollars (\$180,000) in a renovated condition. The renovated condition will include certain improvements to the kitchen and bathroom, refinished floors, and painted walls, with more detailed specifications to be provided upon request. In either current or renovated condition, a sprinkler system will be included. If you are considering purchasing, the Declaration, By-Laws, Rules and Regulations, First Year Condominium Association Budget, and Limited Warranty Certificate will be promptly provided to you upon request.

If you do opt to purchase, additional standard, commercially reasonable terms will be detailed in a purchase and sale agreement. Those provisions will include a requirement to pay two-months assessments into a working capital fund at closing and a requirement to accept a Limited Warranty Agreement reducing the warranty period to two years. You must notify us in writing by December 31, 2003 and sign a purchase and sale agreement by that date if you do wish to exercise your option to purchase. If you have not so notified us and signed a purchase and sale agreement by December 31, 2003, your option to purchase lapses. While it is not required, if you do know how you plan to proceed prior to that date, we would appreciate it if you would let us know so we can make arrangements accordingly.

NOTICE OF TERMINATION: If you do not opt to buy the condominium unit, you may remain in possession of your apartment until October 31, 2004. The terms of your tenancy, including your rent, will not be altered during this period. If you are not buying the Unit, we hereby request that you move out of Apartment 2, 36 Waterville Street, Portland, Maine and deliver possession thereof to us on or before October 31,



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 36-38 Oatfield St.

NUMBER OF UNITS: 5

TENANT NAME: Karyl Sylken

TENANT'S UNIT #: 3

TENANT'S TEL. #: 774-4323

TENANT'S PRESENT ANNUAL INCOME: Unk.

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 7

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Michael Connolly and Rebecca Mitchell

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: _____

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

Electric / walls / Ceilings / Floors

Date: October 23, 2003

From: Michael Connolly and Rebecca Hitchcock, Owners, 36-38 Waterville Street,
Portland, Maine

To: Karyl Sylken, Tenant, 36 Waterville Street, Apt. 3

Re: Notice of Intent to Convert 36-38 Waterville Street, Portland, Maine to a
Condominium

NOTICE OF INTENT TO CONVERT: As you know, we intend to convert 36-38 Waterville Street into 5 condominium units. By law, based on the length of your tenancy, we are required to give you at least 240 days advance notice of intent to convert before we can require you to vacate. Therefore, we hereby give you notice of our intent to convert your apartment to a condominium unit. We further notify you that we may not require you to vacate on account of the proposed condominium conversion until June 30, 2004.

OPTION TO PURCHASE: We are also required by law to give you (meaning all of the occupants of the unit jointly or if only one so opts, individually) a 60 day exclusive, non-assignable option to purchase the unit which you currently occupy. Therefore you have an exclusive, non-assignable option to purchase or to contract to purchase your unit (which is Unit 3 of Cois Fharrage Condominium), which runs from the date upon which you receive this notice until December 31, 2003. The purchase price for the unit is One Hundred Fifteen Thousand Dollars (\$115,000) in its current condition, or, if you prefer, One Hundred Twenty Thousand Dollars (\$120,000) in a renovated condition. The renovated condition will include certain improvements to the kitchen and bathroom, refinished floors, and painted walls, with more detailed specifications to be provided upon request. In either current or renovated condition, a sprinkler system will be included. If you are considering purchasing, the Declaration, By-Laws, Rules and Regulations, First Year Condominium Association Budget, and Limited Warranty Certificate will be promptly provided to you upon request.

If you do opt to purchase, additional standard, commercially reasonable terms will be detailed in a purchase and sale agreement. Those provisions will include a requirement to pay two-months assessments into a working capital fund at closing and a requirement to accept a Limited Warranty Agreement reducing the warranty period to two years. You must notify us in writing by December 31, 2003 and sign a purchase and sale agreement by that date if you do wish to exercise your option to purchase. If you have not so notified us and signed a purchase and sale agreement by December 31, 2003, your option to purchase lapses. While it is not required, if you do know how you plan to proceed prior to that date, we would appreciate it if you would let us know so we can make arrangements accordingly.

NOTICE OF TERMINATION: If you do not opt to buy the condominium unit, you may remain in possession of your apartment until June 30, 2004. The terms of your tenancy, including your rent, will not be altered during this period. If you are not buying the Unit, we hereby request that you move out of Apartment 3, 36 Waterville Street, Portland, Maine and deliver possession thereof to us on or before June 30, 2004. This

notice shall serve as a notice of termination under the applicable law of forcible entry and detainer. Please note, however, that you are still obligated to comply with your lease and pay your current rent as long as you remain in occupancy. If you violate your lease, we reserve the right to require you to vacate sooner for breach of your lease and/or other reasons specified in the applicable law of forcible entry and detainer, in accordance with the procedures thereof. If you do not opt to buy the condominium unit and wish to move out earlier than June 30, 2004, please discuss your proposed plans with us.

RELOCATION ASSISTANCE: If you do not buy your apartment, we are 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 have complaints about the way you have been treated by us, 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). Upon request, assistance to you in finding another place to live will consist of referrals to other reasonable accommodations and assistance in determining whether you are eligible for relocation payments.

You are only eligible for relocation payments, which will be paid before you vacate, if your gross income is equal to or less than 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the U.S. Department of Housing and Urban Development at the time this notice is given. If you provide satisfactory proof that you meet the income eligibility requirement, the relocation payment will be equal to the amount of rent paid by you for the two (2) months immediately preceding the date upon which you vacate the unit.

We understand that this will cause some disruption in your life, so we have attempted to keep you informed of our plans as far in advance as possible. Please contact us if you have any questions.

Michael C. Connolly Date

Rebecca S. Hitchcock Date

Received by Tenant:

Signature Date