

# DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

## CITY OF PORTLAND

Please Read  
Application And  
Notes, If Any,  
Attached

### BUILDING INSPECTION

## PERMIT

Permit Number: 071272

This is to certify that Mansfield Linda & Lavoie CH  
has permission to Change of Ownership from 3 residential Condominium  
AT 293 STATE ST CL 036 D001001

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 started or otherwise closed-in. 24 HOUR NOTICE REQUIRED.

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

#### OTHER REQUIRED APPROVALS

Fire Dept. Craig Chase  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_

Department Name

11/2/07 CE NL  
Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

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

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

<b>Permit No:</b> 07-1272		<b>Date Applied For:</b> 10/09/2007	<b>CBL:</b> 036 D001001
<b>Location of Construction:</b> 293 STATE ST	<b>Owner Name:</b> Mansfield Linda & Lavoie Chris	<b>Owner Address:</b> 291 State Street #2	<b>Phone:</b> 207-939-4806
<b>Business Name:</b>	<b>Contractor Name:</b>	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Ownership - Condo Conversion	
<b>Proposed Use:</b> 3 Unit Residential - Change of Ownership from 3 unit residential to 3 unit Condominium		<b>Proposed Project Description:</b> Change of Ownership from 3 unit residential to 3 unit Condominium	
<b>Dept:</b> Zoning <b>Status:</b> Approved with Conditions <b>Reviewer:</b> Ann Machado <b>Approval Date:</b> 11/06/2007 <b>Note:</b> <span style="float: right;"><b>Ok to Issue:</b> <input checked="" type="checkbox"/></span> 1) With the issuance of this permit and the certificate of occupancy, this property will be three residential condominiums. Any change of use shall require a separate permit application for review and approval. 2) ANY exterior work requires a separate review and approval thru Historic Preservation. This property is located within an Historic District. 3) PLEASE NOTE: Under the City's Condominium Conversion regulations, if a tenant makes a decision not to purchase their unit and also decides not to remain in the building after their notification, that tenant has the right to move without penalty. If that protected tenant is under the 80% low/moderated income limit guidelines, there is still a requirement on the owner/developer to pay that tenant relocation payments as stated in the ordinance prior to vacating the unit. That tenant has not lost any rights under this ordinance by making a choice to move and vacate their unit after notification. 4) 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.			
<b>Dept:</b> Building <b>Status:</b> Approved with Conditions <b>Reviewer:</b> Chris Hanson <b>Approval Date:</b> 11/06/2007 <b>Note:</b> <span style="float: right;"><b>Ok to Issue:</b> <input checked="" type="checkbox"/></span> 1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.			
<b>Dept:</b> Fire <b>Status:</b> Approved with Conditions <b>Reviewer:</b> Capt Greg Cass <b>Approval Date:</b> 11/06/2007 <b>Note:</b> <span style="float: right;"><b>Ok to Issue:</b> <input checked="" type="checkbox"/></span> 1) The entire structure shall comply with NFPA 101 "Existing Apartments" 2) Installation of a Fire Alarm system requires a Knox Box to be installed per city ordinance			

**Comments:**

10/25/2007-amachado: Spoke to Linda Mansfield. Told her that the notice to the tenant needed to include the 180 day section. She said that she would get us an addendum.

11/6/2007-amachado: Received addendum that given to the tenant as part of the notice to convert to condominiums.

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

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

Permit No: 07-1272	Issue Date: 11/7/07	CBL: 036 D001001
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Location of Construction: 293 STATE ST	Owner Name: Mansfield Linda & Lavoie Chris	Owner Address: 291 State Street #2	Phone: 207-939-4806
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	Zone: R-2

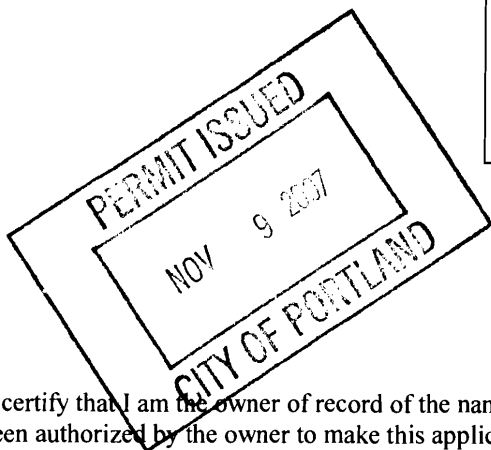
Past Use: 3 Unit Residential	Proposed Use: 3 Unit Residential - Change of Ownership from 3 unit residential to 3 unit Condominium <i>legal use: 3 du (perm. R-2-054)</i>	Permit Fee: \$675.00	Cost of Work: \$675.00	CEO District: 2
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>To Existing Apartments</i>	INSPECTION: Use Group: <i>R-2</i> Type: <i>5B</i> <i>IBC-2003</i>	

Proposed Project Description: Change of Ownership from 3 unit residential to 3 unit Condominium	Signature: <i>Greg Chas</i> Signature: <i>11/7/07 CLH</i> PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____
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Permit Taken By: Idobson	Date Applied For: 10/09/2007	<b>Zoning Approval</b>
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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..

<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 at cond. has</i> Date: <i>11/6/07</i> <i>APK</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 Date: _____	<b>Historic Preservation</b> <i>yes</i> <input 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 <i>Any extra work requires a separate review &amp; approval thru Historic Preservation</i> Date: _____
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**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

# 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>291-293 STATE STREET, PORTLAND</u>		
Total Square Footage of Proposed Structure <u>4,661 SF</u>	Square Footage of Lot <u>3,160 SF</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>36</u> Block# <u>D</u> Lot# <u>1</u>	Owner: <u>CHRIS LAVOIE</u> <u>LINDA MANSFIELD</u>	Telephone: <u>939-4806</u> <u>671-2994</u>
Lessee/Buyer's Name (If Applicable)  <u>N/A</u>	Applicant name, address & telephone: <u>939-4806</u> <u>291 STATE ST #2</u> <u>PORTLAND, ME 04101</u>	Cost Of Work: \$ _____ Fee: \$ _____ C of O Fee \$ _____ Total Fees: \$ _____
Current use: <u>THREE APARTMENTS</u>		
If the location is currently vacant, what was prior use: <u>OCCUPIED</u>		
Approximately how long has it been vacant: <u>N/A</u>		
Proposed use: <u>THREE CONDOMINIUMS</u>		
Project description: <u>CONVERT THREE FAMILY APARTMENT BUILDING INTO THREE CONDOS.</u>		
Contractor's name, address & telephone:		
Who should we contact when the permit is ready: <u>LINDA MANSFIELD 671-2994</u>		
Mailing address:		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>671-2994</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>Linda Mansfield</u>	Date: <u>10/9/07</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the

# Submit with Condominium Conversion Permit Application

## Project Data:

Address: 291-293 STATE STREET, PORTLAND 04101

C-B-L: 36-D-1

Number of Units in Building: THREE

Tenant Name	Tenant Tel#	Occup. Length	Date of Notice	Eligible for \$?
Unit 1 JEFF ULLRICH	329-3349	5 YEARS	9-16-07	NO
* Unit 2 VACANT - WAS 3 USM STUDENTS (BELOW) WHO MOVED 8/31/07		1 YEAR	MOVED PRIOR TO BUILDING ACQUISITION	N/A
Unit 3 AARON FLACKE	671-1425	2.5 YEARS	9-16-07	POSSIBLY
Unit 4				
Unit 5				
* Unit 6 ANDREA KAZILIONIS	415-9638			
* Unit 7 CATIE BARRON	939-9241			
* Unit 8 ALLISON MORRILL	415-1841			

If more units, submit same information on all units

Length of time building owned by applicant PURCHASED 9/5/07

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating permit?

YES ☒ NO ☐ (check one) FIRE ALARM SYSTEM FOR HALLWAYS

Type and cost of building improvements associated with this conversion that do not require permits:

\$ \_\_\_\_\_ Exterior walls, windows, doors, roof

\$ \_\_\_\_\_ Insulation

\$ \_\_\_\_\_ Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ \_\_\_\_\_ Other (specify)

Post-it® Fax Note	7671	Date	10-15	# of pages	▶
To	LANNIE	From	LINDA MANSFIELD		
Co./Dept.	CEO	Co.			
Phone #	874-8693	Phone #	671-2994		
Fax #	874-8716	Fax #			

**WARRANTY DEED**  
**Maine Statutory Short Form**

**COPY**

**KNOW ALL BY THESE PRESENTS**, that **KYLE S. NORBERG**, of Madeira Beach, County of Pinellas, State of Florida, for consideration paid, grants to **CHRISTOPHER E. LAVOIE** and **LINDA MANSFIELD**, both of Portland, County of Cumberland and State of Maine, whose mailing address is 104 Brackett Street, Portland, Maine 04101, with **warranty covenants**, as **tenants in common** and not as joint tenants, a certain lot or parcel of land situated in Portland, County of Cumberland, State of Maine, described in the attached Exhibit A, which is incorporated herein by reference.

Full consideration paid. No spousal signature required.

Witness my hand and seal this 5 day of September, 2007.

SIGNED, SEALED AND DELIVERED  
IN PRESENCE OF

\_\_\_\_\_  
Kyle S. Norberg

STATE OF FLORIDA  
COUNTY OF PINELLAS

SEPTEMBER 5<sup>TH</sup>, 2007

Then personally appeared the above named Kyle S. Norberg and acknowledged the foregoing instrument to be her free act and deed.

Before me,

\_\_\_\_\_  
Attorney at Law/Notary Public

Printed name: Ingrid I. Pretzold

\_\_\_\_\_  
Notary Public

## EXHIBIT A

A certain lot or parcel of land, with the buildings thereon, situated on the easterly side of State Street in the City of Portland, being numbered 291-293 on said State Street, in the County of Cumberland and State of Maine, bounded and described as follows:

Beginning at a point in the easterly side line of said State Street at the northwesterly corner of the lot of land conveyed by Lester A. Mercier to Joseph Shur and Harry L. Shur by Warrant Deed dated February 1, 1922 and recorded in the Cumberland County Registry of Deeds, Book 1094, Page 172; thence N 87° 31' E sixty-two and twelve one hundredths (62.12) feet to a drill hole in the cement walk; thence N 2° 10' W and along the westerly boundary line of the second parcel of land described in deed to the said Shurs forty-six and thirty-two one-hundredths (46.32) feet to a point in the southerly side line of Park Avenue which point is distant sixty-five and thirty-eight one-hundredths (65.38) feet from the intersection of the southerly side line of Park Avenue and the easterly side line of said State Street; thence westerly along the southerly side line of Park Avenue sixty-five and thirty-eight one-hundredths (65.38) feet to a point; thence southerly along the easterly side line of State Street forty-nine and eighty-two one-hundredths (49.82) feet to the point of beginning.

The Grantor also hereby conveys to the Grantees all of the exceptions and reservations retained by Lester A. Mercier in his deed to said Shurs, recorded in the Cumberland County Registry of Deeds, Book 1094, Page 172, together with all privileges and appurtenances contained therein and this conveyance is also by reference made subject to all of the exceptions, reservations, conditions and easements as are fully described in said Mercier to Shur deeds as above noted which are incorporated herein by reference.

The premises are conveyed together with and subject to any and all easements or appurtenances of record, insofar as the same are in force and applicable.

Being the same premises conveyed to the Grantor herein by deed of 293 State Street, LLC dated March 1, 2002 and recorded in said Registry in Book 17392, Page 201. Reference is also made to deed of Francis R. Montello and Sylvie L. Montello to Kyle S. Norberg dated July 31, 2000 and recorded in said Registry in Book 15634, Page 311.

## NOTICE OF INTENT TO CONVERT TO CONDOMINIUM

From: Christopher Lavoie and Linda Mansfield, Owners, 291-293 State Street,  
Portland, Maine

To: Jeff Ullrich, 291-293 State Street, 1<sup>st</sup> floor, Portland, Maine

Re: Notice of Intent to Convert 291-293 State Street, Portland, Maine to  
Condominium Units

**NOTICE OF INTENT TO CONVERT:** As you may know, we intend to convert 291-293 State Street into 3 condominium units. By law, based on the length of your tenancy, we are required to give you at least 180 days advance notice of our intent to convert before we can legally 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 March 16, 2008.

The terms of your tenancy, including your rent, will not be altered during this period. By law, we retain the right to require you to vacate sooner if you violate the terms of your tenancy by nonpayment of rent, waste, or conduct that disturbs other tenants' peaceful enjoyment of the premises, in accordance with the applicable law and procedures of forcible entry and detainer.

If you wish to move out earlier than March 16, 2008, you are, of course, free to do so. To ensure a smooth transition, we would ask that you give us at least 7 days prior written notice if you intend to move.

**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 and irrevocable, 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 runs from the date upon which you receive this notice until November 16, 2007. The purchase price for the unit is One Hundred Seventy-Five Thousand Dollars (\$175,000). Your unit will be in its current condition except with the following improvements: Unit – interconnected smoke detectors; Common Areas – fire alarm system in hallway; repainted walls, refinished floor and stairs in side hallway; carpentry repairs to the front porch including installation of new handrail, repair of planking and deteriorated rear column bases; and such additional repairs/improvements as may be required to meet City of Portland code requirements for issuance of a conversion permit. If you are considering purchasing the Unit, the Condominium 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 which will need to be signed by you. Those



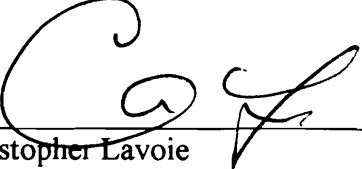

provisions will include a requirement that you make an earnest money deposit of \$5,000 at the time of signing the purchase and sale agreement, that closing take place within 60 days of the date of signing (or within 5 days of the date of issuance of a condominium conversion permit if issued more than 55 days after the date of signing), that you agree to pay an amount equal to two times the monthly condominium assessment into a working capital fund at closing, and that you agree to accept a Limited Warranty Certificate reducing the warranty period from six years to two years as part of the consideration for the conveyance. Our obligation to sell will be contingent upon our receipt of a condominium conversion permit from the City of Portland.

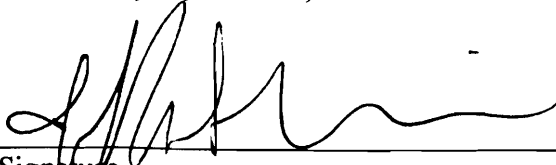
You must notify us in writing by November 16, 2007 and sign a purchase and sale agreement as described above by that date if you do wish to exercise your option to purchase. If you have not so notified us and have not signed a purchase and sale agreement by November 16, 2007, your option to purchase lapses. While it is not required, if you do know whether you plan to exercise this option prior to that date, we would appreciate it if you would let us know.

**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. Upon request, we will provide assistance to you in finding another place to live in the form 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, you will receive a cash relocation payment equal to the amount of rent paid by you for the two (2) months immediately preceding the date upon which you vacate the unit.

**TENANT PROTECTION:** 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).

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. Chris can be reached at 939-4806 and Linda can be reached at 671-2994.

 9/16/07  9/16/07  
Christopher Lavoie Date Linda Mansfield Date  
Mailing address: 291 State Street, #2, Portland, Maine 04101

Received by Tenant:  9/16/07  
Signature Date

## NOTICE OF INTENT TO CONVERT TO CONDOMINIUM

From: Christopher Lavoie and Linda Mansfield, Owners, 291-293 State Street,  
Portland, Maine

To: Aaron Flacke, 291-293 State Street, 3rd floor, Portland, Maine

Re: Notice of Intent to Convert 291-293 State Street, Portland, Maine to  
Condominium Units

**NOTICE OF INTENT TO CONVERT:** As you may know, we intend to convert 291-293 State Street into 3 condominium units. By law, based on the length of your tenancy, we are required to give you at least 120 days advance notice of our intent to convert before we can legally 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 January 16, 2008. The terms of your lease may place further restrictions upon our ability to require you to vacate your unit.

The terms of your tenancy, including your rent, will not be altered during this period. By law, we retain the right to require you to vacate sooner if you violate the terms of your tenancy by nonpayment of rent, waste, or conduct that disturbs other tenants' peaceful enjoyment of the premises, in accordance with the applicable law and procedures of forcible entry and detainer.

If you wish to move out earlier than January 16, 2008, you are, of course, free to do so. To ensure a smooth transition, we would ask that you give us at least 7 days prior written notice if you intend to move.

**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 and irrevocable, 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 runs from the date upon which you receive this notice until November 16, 2007. The purchase price for the unit is One Hundred Fifty Thousand Dollars (\$150,000). Your unit will be in its current condition except with the following improvements: Unit – interconnected smoke detectors; Common Areas – fire alarm system in hallway; repainted walls, refinished floor and stairs in side hallway; carpentry repairs to the front porch including installation of new handrail, repair of planking and deteriorated rear column bases; and such additional repairs/improvements as may be required to meet City of Portland code requirements for issuance of a conversion permit. If you are considering purchasing the Unit, the Condominium 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 which will need to be signed by you. Those provisions will include a requirement that you make an earnest money deposit of \$5,000

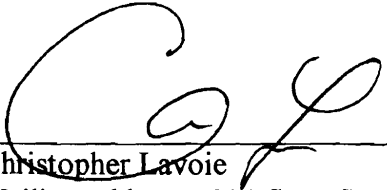
at the time of signing the purchase and sale agreement, that closing take place within 60 days of the date of signing (or within 5 days of the date of issuance of a condominium conversion permit if issued more than 55 days after the date of signing), that you agree to pay an amount equal to two times the monthly condominium assessment into a working capital fund at closing, and that you agree to accept a Limited Warranty Certificate reducing the warranty period from six years to two years as part of the consideration for the conveyance. Our obligation to sell will be contingent upon our receipt of a condominium conversion permit from the City of Portland.

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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. Chris can be reached at 939-4806 and Linda can be reached at 671-2994.

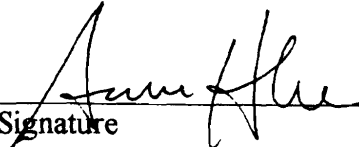
  
Christopher Lavoie  
Mailing address: 291 State Street, #2, Portland, Maine 04101

9/16/07  
Date

Linda Mansfield  
Date

9-16-07

Received by Tenant:

  
Signature

9/16/07  
Date