

**19 SOUTH STREET DEVELOPMENT, LLC**  
**Joseph Cooper, Manager**  
**P. O. Box 491**  
**Portland, ME 04102**

July 31, 2015

Kate Lipka  
19 South Street, Unit 9  
Portland, ME 04101

**RE: 19 South Street, Portland, Maine**  
Notification of Condominium Conversion

Dear Kate:

This letter will serve as notification to you of our intent to convert our property at 19 South Street, Portland, Maine from rental units to condominium units. In doing this we are required to follow the City of Portland's land use ordinance Article VII on Condominium Conversion. The following information spells out the guidelines for the "Protection of Tenants" as described in Sec. 14-568 and Sec. 14-569:

**Notice of Intent.** The developer shall give to each existing tenant written notice of intent to convert land at least 120 days before the tenant is required by the developer to vacate. If a tenant has been in possession of any unit within the same building for more than four consecutive years, the notice shall be increased by 30 additional days for each additional year, or fraction thereof, to a maximum of 240 additional days. The notice shall set forth the rights under these sections and contain the following statement: "If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451)."

No tenant may be required by a developer to vacate without having been given notice as required herein, except for reasons specified in the applicable law of forcible entry and detainer, and in accordance with the procedures thereof. The terms of tenancy, including rent, may not be altered during the notice period, except as expressly provided in a preexisting written lease. If, within 120 days after a tenant is required by a developer to vacate, the developer records a declaration of condominium without having given notice as required herein, the developer shall be presumed to have converted in violation of this article.

**Option to Purchase.** For a sixty-day period following the giving of notice as required by this ordinance, the developer shall grant to the tenant an exclusive and irrevocable option to purchase their unit. This option may not be assigned. If the tenant does not purchase or contract to purchase their unit during the sixty day option period, the developer may not convey or offer to convey the

unit to any other person during the following 180 days at a price or on terms more favorable than the price or terms previously offered to the tenant, unless the more favorable price or terms are first offered exclusively and irrevocably to the tenant for an additional 60 day period.

**Relocation Payments.** If the tenant does not purchase the unit, the developer shall, before the tenant is required by the developer to vacate, make a cash payment to the tenant in an amount equal to the amount of rent paid by tenant for the immediately preceding two months; provided that this requirement shall not apply to any tenant whose gross income exceeds 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the U.S. Dept. of Housing and Urban Development at the time the notice is given as required in Section 14-568(a). Additionally, the developer shall, upon demand, provide assistance to the tenant in the form of referrals to other reasonable accommodations and in determining the tenants eligibility for relocation payments as provided herein.

Currently, eighty percent (80%) of the Median Income of the Portland SMSA guideline, adjusted for family size, is as follows:

1 Person	2 Person	3 Person	4 Person
\$41,000	\$46,000	\$52,000	\$58,000

You will be contracted when the units in your building are offered for sale to the public, and you will be informed of the asking price for your particular unit. If you are interested in discussing the purchase of a unit, please contact Amanda Cote at my office by calling (207) 577-4898.

If your unit becomes under contract to be purchased, we will give you a minimum 30 days notice to vacate from the first day of the month. If you decide not to purchase your unit, we will expect a 30 day notice (from the first day of the month) before your vacating.

We realize you will have many questions and concerns about this process. Please feel free to talk with me about them and we will do whatever we can to answer them.

If you do not plan to accept your option to purchase your unit as described herein, please sign the attached addendum.

Very truly yours,

19 South Street Development, LLC

By:   
Joseph Cooper, Manager

Enclosure

**ADDENDUM**  
to  
**Notification Letter re: Intent to Convert Rental Units to Condominiums**  
**19 South Street, Portland, Maine**

I/we have been notified of the proposed purchase price for the unit identified below, and I/we hereby \_\_\_\_\_ ACCEPT/\_\_\_\_\_ DECLINE the option to purchase the unit as contained on the attached Notification of Condominium Conversion dated \_\_\_\_\_, 20\_\_\_\_.

Unit #9

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
Name: Kate Lippa

**Please return to:**  
**Joseph Cooper, Manager**  
**19 South Street Development, LLC**  
**P. O. Box 491**  
**Portland, ME 04102**