

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

BUILDING INSPECTION

PERMIT

PERMIT ISSUED
 Permit Number: 060138
 FEB 24 2006
 CITY OF PORTLAND

This is to certify that KEEFE JILL
 has permission to Change of use to four (4) Co-terminum
 AT 110 WINTER ST L 045 E005001

provided that the person or persons who apply for or accept this permit shall comply with all of the provisions of the Statutes of the 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 is 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. Greg Cross 2-21-06
 Health Dept. _____
 Appeal Board _____
 Other _____
 Department Name

[Handwritten Signature] 2/24/06
 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: 06-0138 | Issue Date: | CBL: 045_E005001 |
|-----------------------|-------------|---------------------|

| | |
|--|---------------------------|
| Location of Construction: 110 WINTER ST | Owner Name: KEEFE JILL |
|--|---------------------------|

| | |
|-------------------------------|--------|
| Owner Address: 15 BLYTH CT | Phone: |
|-------------------------------|--------|

| | |
|----------------|------------------|
| Business Name: | Contractor Name: |
|----------------|------------------|

| | |
|---------------------|--------|
| Contractor Address: | Phone: |
|---------------------|--------|

| | |
|----------------------|--------|
| Lessee/Buyer's Name: | Phone: |
|----------------------|--------|

| | |
|--|-------------|
| Permit Type: Change of Use / Conditional Conversion | Zone: R6 |
|--|-------------|

| | |
|---------------------------------|---|
| Past Use: 4 Unit Residential | Proposed Use: 4 Condominiums/ Change of use to four (4) Condominiums |
|---------------------------------|---|

| | | |
|-------------------------|---------------------------|--------------------|
| Permit Fee: \$900.00 | Cost of Work: \$900.00 | CEO District: 2 |
|-------------------------|---------------------------|--------------------|

Legal use: four (4) dwelling units

| | |
|---|--|
| FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied TO MPPA 101 Chapter 31 Signature: <i>Gregory Cass</i> | INSPECTION: Use Group: R2 Type 5 IBC 2003 Signature: <i>[Signature]</i> |
|---|--|

Proposed Project Description:
Change of use to four (4) Condominiums

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action: Approved Approved w/Conditions Denied

Signature: _____ Date: _____

| | |
|-----------------------------|---------------------------------|
| Permit Taken By: Idobson | Date Applied For: 01/27/2006 |
|-----------------------------|---------------------------------|

Zoning Approval

-
- Building permits do not include plumbing, septic or electrical work.
- 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

Shoreland

Wetland

Flood Zone

Subdivision

Site Plan

Maj Minor MM

OK w/ conditions
Date: 2/7/06 *ABU*

Zoning Appeal

Variance

Miscellaneous

Conditional Use

Interpretation

Approved

Denied

Date: _____

Historic Preservation

Yes

Not in District or Landmark

Does Not Require Review

Requires Review

Approved

Approved w/Conditions

Denied *Any exterior work requires a separate review!*

Date: *approval thru Historic Preservation*

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.

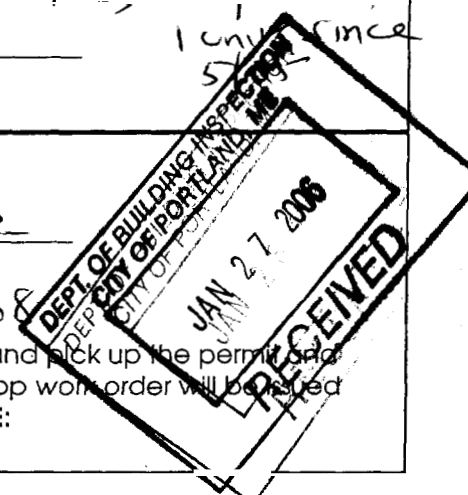
SIGNATURE OF APPLICANT _____ ADDRESS _____ DATE _____ PHONE _____

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.

| | |
|--|--|
| 85 | |
| Total Square Footage of Proposed Structure <u>2447</u> | Square Footage of Lot <u>0.103</u> |
| Chart# <u>45</u> | Block# <u>E</u> |
| Lot# <u>5</u> | <u>749-2472</u> |
| Lessee/Buyer's Name (if Applicable) <u>-</u> | Applicant name, address & telephone: <u>Jill Keefe</u> <u>448 Island Ave</u> <u>Peaks Island 749-2472</u> |
| cost Of Work: \$ _____ | |
| Fee: \$ <u>900⁰⁰</u> | |
| <u>4</u> | |
| Approximately how long has it been vacant: <u>3 units since 12/04;</u> 1 unit since 12/05 | |
| Proposed use: <u>4-unit condominium</u> | |
| Project description: <u>to convert 4 units to condos</u> | |
| Contractor's name, address & telephone: | |
| Who should we contact when the permit is ready: <u>Jill Keefe</u> | |
| Mailing address: <u>448 Island Ave</u> <u>Peaks Island, ME 04108</u> | |
| 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: | |



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: Jill Keefe | Date: 1/27/06

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 Planning Department on the 4th floor of City Hall

Submit with Condominium Conversion Permit Application

Project Data:

Address: 110 Winter St. Portland 04102

C-B-L: 45-E-5

Number of Units in Building: 4

| Tenant Name | Tenant Tel# | Occup. Length | Date of Notice | Eligible for \$? |
|-----------------------------|-----------------|---------------|------------------------------------|---------------------------|
| Unit 1 Isa Ferguson | 207 409-3246 | 7 1/2 mos. | 8/10/05 | see attached yes - pd. |
| Unit 2 Dallas Rolnick | 207 318-9067 | 6 mos. | 8/10/05 | |
| Unit 3 empty when purchased | | | | |
| Unit 4 Chris Messey | - | 7 mos. | vacated 5/31/05 see attached | |
| Unit 5 | | | | |
| Unit 6 | | | | |
| Unit 7 | | | | |
| Unit 8 | | | | |

If more units, submit same information on all units

Length of time building owned by applicant 13 s.

Are any building improvements, renovations, modifications being made associated with this conversion that require a building, plumbing, or heating permit?
 YES NO (check one)

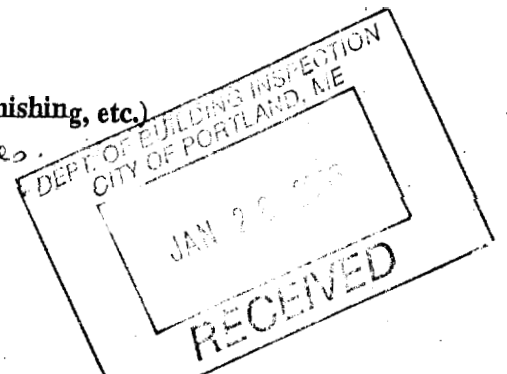
Type and cost of building improvements associated with, this conversion that do not require permits:

\$ 8000 Exterior walls, windows, doors, roof

\$ - Insulation

\$ 6000 Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ 2000 Other (specify) yard, repair fences.



General Mutual Release

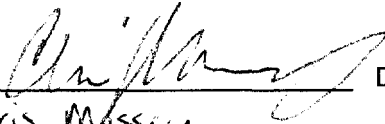
Party 1: Chris Massey [Tenant]

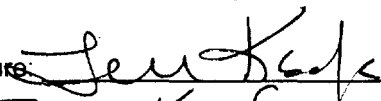
Address: 110 Winter St., Portland, ME 04102

Party 2: Jill Keefe [Landlord]

Address: 15 Blyth Court, Portland, ME 04102

1. We voluntarily and knowingly sign this mutual release with the express intention of eliminating the liabilities and obligations described below.
2. Disputes and differences that we mutually desire to settle have arisen between us with respect to the following: One year lease [10/20/2004-9/30/2005] for Apartment 4 at 110 Winter St., Portland, ME 04102.
3. The value (consideration) for this mutual release consists of our mutual relinquishment of our respective legal rights involved in the disputes described above.
4. In addition, either party will receive from the other the following:
 - Party 1 will receive from Party 2: Release from and termination of lease.
 - Party 2 will receive from Party 1: Last month rent and security payment, currently held by Jill Keefe, as payment for back rent.
5. In signing this release, we both intend to bind our spouses, heirs, legal representatives, assigns, and anyone else claiming under us, in addition to ourselves.

Party 1 signature:  Date: 5-24-05
Print name: Chris Massey

Party 2 signature:  Date: 5/15/05
Print name: Jill Keefe

5.12.05

Jill -

Obviously this living situation is not working out for either of us. Adriene and I split up, and I ended up with the apartment. This has obviously become a burden I cannot carry myself.

Since I am one and a half months behind on rent, I can really only offer one solution. As opposed to getting evicted, I can pay you \$450 towards April rent and you take the remaining \$460 out of my security deposit. Then use my pre-paid last month's rent for May. I can be out by May 31st.

I would ask that you call to confirm, but I have cancelled my phone service as to try and save money. So I ask that you respond via mail, or note.

As of right now I am looking for other living arrangements and plan on being out by June 1st.

I would also like to apologize for all of this. I was put into a bad situation, and am truly embarrassed by all of this. I assure you that the remaining security deposit will more than cover any damages that may have occurred, though there are none.

Deepest Apologies -

Chris Massey

**JILL KEEFE
15 BLYTH COURT
PORTLAND, ME 04102
207-773-0499**

May 15,2005

Chris Massey
Apartment 4
110 Winter St.
Portland, ME 04102

Dear Chris,

Thank you for your letter and for the check.
I'm really sorry that things have not worked out in a way that would allow you to stay in the apartment, but I understand your situation.

You state in your letter that you plan to move out of the apartment by June 1st, 2005. That's fine. I'm willing to terminate your lease, which runs until Sept. 30th, 2005, but I ask that you to sign the enclosed release so that we're both comfortable that the move is your own choice.

I'm glad not to have had to start eviction proceedings and, again, I'm sorry that you ended up in a bad spot.
Let me know if I there's anything I can do to make your move easier.

Sincerely,

Jill Keefe

**Jill Keefe
15 Blythe Court
Portland, Maine 04102**

Ms. Isa Ferguson
110 Winter Street, Apt. 1
Portland, Maine 04102

BY HAND DELIVERY

RE: Conversion of 110 Winter Street to condominium ownership

Dear Isa:

The purpose of this letter is to inform you that I have begun the process of converting 110 Winter Street to condominium ownership.

Pursuant to Section 14-568 (a) of the Portland City Code, I am required to give each tenant who has lived in their unit for fewer than four years written notice of my intent to convert the property to condominium ownership one hundred twenty (120) days before I would require tenants to vacate because their units have been sold.

As you know, your lease expires on August 31, 2005. I have informed you that I do not intend to renew your lease, but will allow you to stay as a month-to-month tenant for 120 days from the date of this notice (until December 9, 2005) pursuant to the law governing conversion of rental housing to condominium ownership. State law and Portland's city code requires me to give you formal notice and make you aware of certain facts, so please take notice that:

(a) For the sixty (60) day period following your receipt of this notice, you will have an exclusive and irrevocable option to purchase Unit #1 of 110 Winter Street for the price at which I would offer it for sale to a third party, which is \$90,000, provided closing occurred on or before December 9, 2005. This option is not assignable by you to anyone else. If you do not purchase or contract to purchase 110 Winter Street during the next sixty (60) days, the law prohibits me from offering it for sale at less than \$90,000 for six months after your 60-day option period expires.

(b) If you do not buy 110 Winter Street, Unit #1 and you meet certain income requirements, I may be required by law to assist you in finding another place to live and in determining your eligibility for relocation payments.

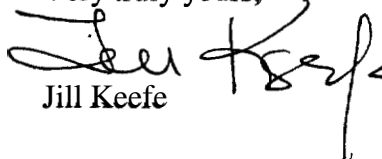
This notice is intended to serve as evidence that you have been informed of your rights under the law and of the fact that you have been offered the opportunity to purchase your

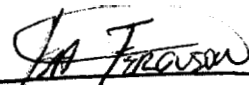
August 10, 2005

unit at the price stated above. To indicate your receipt of this letter, please sign both originals where indicated, keep one for yourself and return one to me in the enclosed self-addressed stamped envelope.

If you have any questions, you should, of course, feel free to contact me. If you have questions about your rights under the law, you should contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101, telephone 775-5451.

Very truly yours,


Jill Keefe



ISA FERGUSON

**JILL KEEFE
448 ISLAND AVE.
PORTLAND, ME 04108
207-766-5956**

December 3, 2005

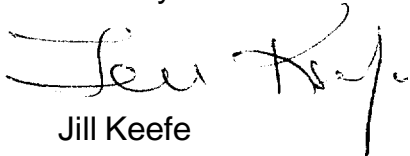
Isa Ferguson
22 Carroll St.
Portland, ME 04102

Dear Isa,

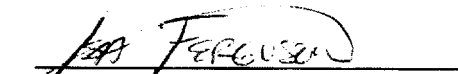
Enclosed is a check for \$1050.00 representing relocation money as per the City of Portland ordinance regarding condominium conversion [Section 14-568 of the Portland City Code]. The amount is based on ~~two~~ months rent for Unit 1 at 110 Winter St.

I would appreciate it if you would sign below to acknowledge receipt of my check as payment in full under the ordinance and return a copy to me.

Thank you.


Jill Keefe

Received and acknowledged


Isa Ferguson
THANK YOU!

12/17/05
Date


JILL KEEFE
207-766-5956
448 ISLAND AVE.
PEAKS ISLAND, ME 04108

556

Date 12/3/05

52-36/112 ME
44535


Pay to the Order of Isa Ferguson \$ 1050.00

One thousand fifty and 00/100 Dollars  Security features are included. Draw on back.

Bank of America 

ACH R/T 011200385

For Retrahm #1
Winter

Jill Keefe 

⑆0⑆⑆200365⑆009485574440⑆0556

**Jill Keefe
15 Blythe Court
Portland, Maine 04102**

Mr. Dallas Rolnick
110 Winter Street, Apt. 2
Portland, Maine 04102

BY HAND DELIVERY

RE: Conversion of 110 Winter Street to condominium ownership

Dear Dallas:

The purpose of this letter is to inform you that I have begun the process of converting 110 Winter Street to condominium ownership.

Pursuant to Section **14-568** (a) of the Portland City Code, **I am** required to give each tenant who has lived in their unit for fewer than four years written notice of my intent to convert the property to condominium ownership one hundred twenty (120) days before I would require tenants to vacate because their units have been sold. You are a **month-to-month** tenant and you recently let me know that you have made plans to move out on August **31**, 2005. We also already have discussed my plans to convert the building to condominium ownership. However, state law and Portland's city code requires me to give you formal notice **and** make you aware of certain facts, so please take notice that:

(a) For the sixty (60) day period following your receipt of this notice, you **will** have an exclusive and irrevocable option to purchase Unit #2 of 110 Winter Street for the price at which **I** would offer it for sale to a third party, which is \$120,000, provided closing occurred on or before December 9, 2005. This option is not assignable by you to anyone else. If you do not purchase or contract to purchase 110 Winter Street during **the** next sixty (60) days, the **law** prohibits me from offering it for sale at less than \$120,000 for six months after your 60-day option period expires.

(b) If you do not buy 110 Winter Street, Unit #2 and you meet certain income requirements, I may be required by law to assist you in finding another place to live and in determining your eligibility for relocation payments.

This notice is intended to serve **as** evidence that you have been informed of your rights under the law and of the fact that you have been offered the opportunity to purchase your unit at the price stated above. To indicate your receipt of this letter, please sign both originals where indicated, keep one for yourself and return one to me in the enclosed self-addressed stamped envelope.

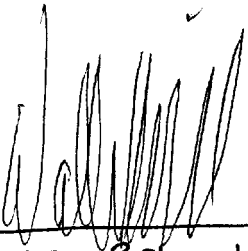
57 Exchange Street, Portland, Maine 04101-5020

Telephone (207) 772-1262 Telecopier (207) 772-1279 E-mail: counsel@wacubu.com

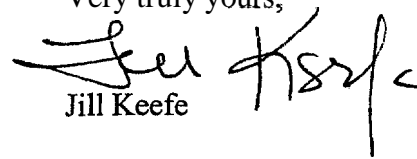
August 10, 2005

unit at the price stated above. To indicate your receipt of this letter, please sign both originals where indicated, **keep** one for yourself **and** return one to me in the enclosed self-addressed stamped envelope.

If you have any questions, you should, of course, feel free to contact me. If you have questions about your rights under the law, you should contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101, telephone 775-545 1.



DALLAS Rolnick

Very truly yours,

Jill Keefe

RECEIVED SEP 09 2005

City of Portland, Maine - Building or Use Permit Application
389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

| | | |
|--|--|-------------------------------------|
| Permit No: 05-1285 | Issue Permit Issued | 045 E005001 |
| Location of Construction: 110 WINTER ST | Owner Name: KEEFE JILL | Phone: |
| Business Name: | Contractor Name: | Phone: |
| Lessee/Buyer's Name: | Phone: | Zone: R-6 |
| Past Use: Multi-Family | Proposed Use: Multi-Family/ Repair, replace front steps | Permit Fee: \$30.00 |
| Proposed Project Description: Repair, replace front steps | Cost of Work: \$1,000.00 | CEO District: 2 |
| Legal Use: Four (4) Dwelling units | FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied | INSPECTION: Use Group: R-2 Type: 5B |
| | Signature: Greg Cass | Signature: IBC 2003 |
| | PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.): | Date: |
| | Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied | |

| | | | |
|--|---------------------------------|---|---|
| Permit Taken By: Idobson | Date Applied For: 09/02/2005 | Zoning Approval | |
| 1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. | | Special Zone or Reviews <input type="checkbox"/> Shoreland | Historic Preservation <input type="checkbox"/> Not in District or Landmark |
| | | Zoning Appeal <input type="checkbox"/> Variance | |

City of Portland, Maine - Building or Use Permit

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

| | | |
|------------------------------|--|----------------------------|
| Permit No: 06-0138 | Date Applied For: 01/27/2006 | CBL: 045 E005001 |
|------------------------------|--|----------------------------|

| | | | |
|--|----------------------------------|--|---------------|
| Location of Construction: 110 WINTER ST | Owner Name: KEEFE JILL | Owner Address: 15 BLYTH CT | Phone: |
| Business Name: | Contractor Name: | Contractor Address: | Phone: |
| Lessee/Buyer's Name | Phone: | Permit Type: Change of Use - Condo Conversion | |
| Proposed Use: 4 Condominiums/ Change of use to four (4) Condominiums | | Proposed Project Description: Change of use to four (4) Condominiums | |

Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 02/07/2006**Note:** **Ok to Issue:**

- 1) This property shall remain as four family dwelling units. Any change of use shall require a separate permit application for review and approval.
- 2) You will need a separate building permit for any interior or exterior renovations you need to make. ANY exterior work requires a separate review and approval thru Historic Preservation
- 3) 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.
- 4) 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.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tammy Munson **Approval Date:** 02/24/2006**Note:** **Ok to Issue:**

- 1) Construction activity was not applied for or reviewed as a part of this permit. This permit authorizes a change in ownership ONLY.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Cptn Greg Cass **Approval Date:** 02/21/2006**Note:** **Ok to Issue:**

- 1) Building construction shall comply with NFPA 101 Chapter 31 Existing Apartment buildings.