

Form # P04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK
CITY OF PORTLAND

Application And
Notes, If Any,
Attached

PERMIT

Permit Number: 051527

This is to certify that SULLIVAN MARYELLEN Active Duty

has permission to Condo conversion 3 units

AT 22 DEERING ST

046 C005001

PERMIT ISSUED
MAY 12 2006
CITY OF PORTLAND

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 altered or closed-in.
FOUR 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. _____
Health Dept. _____
Appeal Board _____
Other _____
Department Name

[Signature]
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: 05-1527	Issue Date:	CBL: 046 C005001
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Location of Construction: 22 DEERING ST	Owner Name: SULLIVAN MARYELLEN	Owner Address: 260 BASIN POINT RD	Phone:
Business Name:	Contractor Name: Steve Duty	Contractor Address: P O Box 3173 Portland	Phone: 2076719443
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	Zone: R6

Past Use: Mult family 3 units	Proposed Use: Multi family 3 units condo conversion	Permit Fee: \$675.00	Cost of Work: \$675.00	CEC District: CITY OF PORTLAND
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Proposed Project Description: Condo conversion 3 units	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>See Conditions</i>	INSPECTION: Use Group: <i>R2</i> Type: <i>SB</i> <i>5/11/05</i>
	Signature: <i>Greg Cuss</i>	Signature: <i>[Signature]</i>

Permit Taken By: dmartin	Date Applied For: 10/07/2005	Zoning Approval
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>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..</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p><i>all with emd etc</i> Date: <i>5/11/05</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input checked="" type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied</p> <p><i>Any exterior work</i> Date: <i>Requires a separate review & approval</i></p>
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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

City of Portland, Maine - Building or Use Permit

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

Permit No: 05-1527	Date Applied For: 10/07/2005	CBL: 046 C005001
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Location of Construction: 22 DEERING ST	Owner Name: SULLIVAN MARYELLEN	Owner Address: 260 BASIN POINT RD	Phone:
Business Name:	Contractor Name: Steve Duty	Contractor Address: P O Box 3173 Portland	Phone: (207) 671-9443
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	

Proposed Use: Multi family 3 units condo conversion	(Proposed Project Description): Condo conversion 3 units
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 05/11/2006

Note: 10/28/05 Left message w/Maryellen. Converted to two units in 1985. Mary Ellen bought it 10/01/1996. No permits showing change of use to 3 units. Lot not have min. area per D.U. for 3 units. When was 3rd unit set up?
#06-0561 permit issued for required means of egress -
#05-1614 permit issued after the fire escape issuance that legalizes the 3rd illegal DU - 5/11/06

- 1) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.
- 2) This property shall remain a three (3) family condominium dwelling with the subsequent issuance of certificates of occupancy. . Any change of use shall require a separate permit application for review and approval.
- 3) **ANY** exterior work requires a separate review and approval thru Historic Preservation.
- 4) PLEASE NOTE that certificate(s) of occupancy can not be issued prior to the completion of the second means of egress as required by Fire and Building Codes.
- 5) 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.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Mike Nugent **Approval Date:** 05/12/2006

Note: **Ok to Issue:**

- 1) This is a Change of Ownership ONLY permit. It does NOT authorize any construction activities. See file for other permits that allow limited construction.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Cptn Greg Cass **Approval Date:** 05/11/2006

Note: **Ok to Issue:**

- 1) The general notes on plan # A101 shall be followed.

PERMIT ISSUED

CITY OF PORTLAND

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>22 Deering Street, Portland</u>		
Total Square Footage of Proposed Structure <u>4,393±</u>	Square Footage of Lot <u>2,672</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>44</u> Block# <u>C</u> Lot# <u>5</u>	Owner: <u>Maryellen Sullivan</u>	Telephone: <u>(207)833-2378</u>
Lessee/Buyer's Name (If Applicable) <u>NA</u>	Applicant name, address & telephone: <u>Maryellen Sullivan</u> <u>260 Basin Point Road (207)</u> <u>Harpswell, ME 04079 833 2378</u>	cost Of Work: \$ <u>50,000</u> Fee: \$
Current use: <u>1 rented apartment, 2 vacant</u>		
If the location is currently vacant, what was prior use: <u>rented apartments</u>		
Approximately how long has it been vacant: <u>1 month</u>		
Proposed use: <u>3 condominium units</u>		
Project description: <u>renovate wiring + plumbing, hardwood floors + new kitchens in 2nd + 3rd floors</u>		
Contractor's name, address & telephone: <u>Steve Duty (207)671-9443</u> <u>PO Box 7173</u> <u>Portland, ME</u> <u>04104</u>		
Who should we contact when the permits ready: <u>Maryellen Sullivan</u>		
Mailing address: <u>260 Basin Point Road</u> <u>Harpswell, ME 04079</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: <u>833 2378</u>		

Mary

APPLICATION FOR PERMIT

PERMIT ISSUED

B.O.C.A. USE CROUP B.O.C.A. TYPE OF CONSTRUCTION 0 281 APR 5 1985

ZONING LOCATION PORTLAND, MAINE April 5, 1985 CITY of PORTLAND

To the CHIEF OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

LOCATION 22 Deering St. Fire District #1 [] #2 []

- 1. Owner's name and address Roy Schnieder - California Telephone
2. Lessee's name and address Telephone
3. Contractor's name and address Telephone

Proposed use of building 2 family No. of sheets
Last use No. families

Material No. stories Hut Style of roof Roofing

Other buildings on same lot
Estimated contractual cost \$ 2,000 Appeal Fees \$

FIELD INSPECTOR - Mr. @ 775-5451
Base Fee 20.00
Late Fee ch of use 25.00
TOTAL \$ 45.00

Change of use from 1 to 2 families this is to make legal use, alterations have been done.

Stamp of Special Conditions

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

DETAILS OF NEW WORK

Is any plumbing involved in this work? Is any electrical work involved in this work?
Is connection to be made to public sewer? If not, what is proposed for sewage?
Has septic tank notice been sent? Form notice sent?
Height average grade to top of plate Height average grade to highest point of roof
Size, front depth No. stories solid or filled land? earth or rock?
Material of foundation Thickness, top bottom cellar
Kind of roof Rise per foot Roof covering
No. of chimneys Material of chimneys of lining Kind of heat fuel
Framing Lumber - Kind Dressed or full size? Corner posts Sills
Size Girder Columns under girders Size Max. on centers
Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
Joists and rafters: 1st floor 2nd 3rd roof
On centers: 1st floor 2nd 3rd roof
Maximum span: 1st floor 2nd 3rd roof

If one story building with masonry walls thickness of walls? height?

IF A GARAGE

No. cars now accommodated on same lot to be accommodated number
Will automobile repairing be done other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY: DATE MISCELLANEOUS
BUILDING INSPECTION - PLAN EXAMINER Will work require disturbing of any tree on a public street?
ZONING: A.H. MAW 4/5/85
BUILDING CODE: Will there be in charge of the above work a person competent to see that the State and City requirements pertaining thereto are observed?
Fire Dept.
Health Dept.
Others:

Signature of Applicant Phone # same

APPLICATION FOR PERMIT

B.O.C.A. USE GROUP 0-877
 B.O.C.A. TYPE OF CONSTRUCTION
 ZONING LOCATION PORTLAND, MAINE 8/9/85

PERMIT ISSUED
 AUG 13 1985
 CITY OF PORTLAND

To the CHIEF OF BUILDING & INSPECTION SERVICES, PORTLAND, MAINE

The undersigned hereby applies for a permit to erect, alter, repair, demolish, move or install the following building, structure, equipment or change use in accordance with the Laws of the State of Maine, the Portland B.O.C.A. Building Code and Zoning Ordinance of the City of Portland with plans and specifications, if any, submitted herewith and the following specifications:

LOCATION 22 Deering Street Fire District #1 #2
 1. Owner's name and address David Etnier, same Telephone 772-4691
 2. Lessee's name and address Telephone
 3. Contractor's name and address Philip Murray, 71 East Valentine, Westbk. Telephone 856-6042
 No. of sheets
 Proposed use of building No. families
 Last use No. families
 Material No. stories Heat Style of roof Roofing
 Other buildings on same lot
 Estimated contractual cost \$ 3,000

FIELD INSPECTOR-- Mr.	Appeal Fees \$
@ 775-5451	Base Fee ... 35.00
	Late Fee
	TOTAL \$... 35.00

to erect a fire escape - 3 stories, wood,
 as shown

send to #3 04092

Stamp of Special Conditions

NOTE TO APPLICANT: Separate permits are required by the installers and subcontractors of heating, plumbing, electrical and mechanicals.

DETAILS OF NEW WORK

Is any plumbing involved in this work? Is an electrical work involved in this work?
 Is connection to be made to public sewer? If not, what is proposed for sewage?
 septic tank notice been sent? Form notice sent?
 Height average grade to top of plate Height average grade to highest point of roof
 Size, front depth So. stories solid or filled land? earth or rock?
 Material of foundation Thickness, top bottom cellar
 Kind of roof Rise per foot Roof covering
 No. of chimneys Material of chimneys of lining Kind of heat fuel
 Framing Lumber Kind Dressed or full size? Corner post; Sills
 Size Girder Columns under girders Size Max. on centers
 Studs (outside walls and carrying partitions) 2x4-16" O. C. Bridging in every floor and flat roof span over 8 feet.
 Joists and rafters: 1st floor 2nd 3rd roof
 On centers: 1st floor 2nd 3rd roof
 Maximum span: 1st floor 2nd 3rd roof
 If one story building with masonry walls, thickness of walls? height?

IF A GARAGE

No. cars now accommodated on same lot to be accommodated number commercial cars to be accommodated
 Will automobile painting be done other than minor repairs to cars habitually stored in the proposed building?

APPROVALS BY:	DATE
BUILDING INSPECTION PLAN EXAMINER	MISCELLANEOUS
ZONING:	Will work require disturbing of any tree on a public street?
BUILDING CODE:	Will there be in charge of the above work a person competent
Fire Dept: <i>Rex</i>	to see that the State and City requirements pertaining thereto
Health Dept:	are observed?
Others: <input checked="" type="checkbox"/>	

Signature of Applicant *Philip Murray* Phone # *856-6042*

CHART	LETTER	BLOCK	LOT	STREET CODE	STREET NUMBER	CENSUS TRACT	CENSUS BLOCK	LAND USE	ZONING	LAND NOS	STREET	BLDG NO.	CARD NUMBER
			005	0495	0077			13					
RECORD OF OWNERSHIP													
ICINTOSH ARLENE G & JOHN A JTS													
7 CASCO TERRACE													
ALMOUTH ME 04105													
6-C-5													
EERING ST 22													
VON ST 24-30													
600SF													
DEV. NO.													
M-39689													

GENERAL PROPERTY FACTORS									
NEIGHBORHOOD I.D.									
TOPOGRAPHY RATING									
STREET OR ROAD									
SIDEWALK									
ALLEY									
UTILITIES									
LAND ADJUSTMENT %									
0. NONE 1. PUBLIC 2. PRIVATE									
NEW ACCOUNT									
FTG.	DEPTH	DEPTH	UNIT PRICE	DEPTH	ADJ.	LAND	REVISED		
SQ. FT. OF ACRES	AC	AC	PRICE	FACTOR	PRICE	ADJ.	LAND VALUE		
32	100		350	100	350	15	9520		

BUILDING PERMIT RECORD		
DATE	PERMIT NO.	DESCRIPTION
185	281	2000 Chg. Use - 1st 2 Flrs. (to Make 3rd)
185	877	3000 3 story fire escape
NOTES: LAND BUILDING TOTAL 2,600 23,220 25,820		
12/17/85 F.E. installed. Units 2nd & 3rd Flrs		
1st floor used for photography studio. Has done		
Some redecorating - no structural changes. A.H.		

ASSESSMENT RECORD			
ASSESSMENT	INCREASE	DECRE	
LAND	9520		
BLDGS.	61920		
TOTAL	71440		
LAND	9520		
BLDGS.	66160		4240
TOTAL	75680		

ASSESSMENT RECORD		
ASSESSMENT	INCREASE	DECRE
LAND	9520	
BLDGS.	61920	
TOTAL	71440	
LAND	9520	
BLDGS.	66160	
TOTAL	75680	

ASSESSMENT RECORD		
ASSESSMENT	INCREASE	DECRE
LAND	9520	
BLDGS.	61920	
TOTAL	71440	
LAND	9520	
BLDGS.	66160	
TOTAL	75680	

S.F.	TO-FROM	CH	BL	LOT

27
19 September 2005

Dear Portland Planning and Development Department,

Please find enclosed the necessary paperwork to begin a condominium conversion for 22 Deering Street:

1. Conversion Permit Application + Building Permit Application
2. \$⁶⁷⁵~~450~~ permit fee
3. Notification letters to tenants with postal receipts
4. Relocation payments to 2 tenants
5. Tenants's letters of vacating

Of the 3 apartments, two are now vacant, with the first floor apartment still occupied by the tenants. Our tenants are:

Apt #1 Tim ~~Glidden~~^{Staples} + Cindy Glidden 22 Deering Street, #1, Ptld
Apt #2 Andy Ambrose MOVED: 19 Deering Street, Ptld
Apt #3 MeShell Jonka MOVED! 8 Alder Street, #3 So. Ptld 04106

Please let me know if any other information is needed.

Marquellen Sullivan
260 Basin Point Road
Harpwell, Maine 04079
(207)833-2378

Thank you,
Marquellen Sullivan

Submit with Condominium Conversion Permit Application

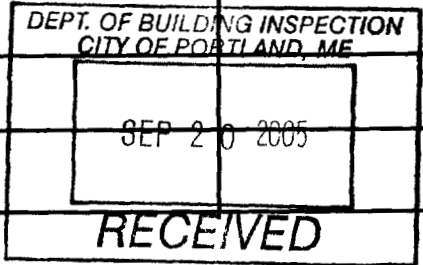
Project Data:

Address: 22 Deering Street

C-B-L: 46-C-57

Number of Units in Building: 3

Tenant Name	Tenant Tel#	Occup Length	Date of Notice	Eligible for \$?
Unit 1 <u>Tim Staples + Cindy Colledge</u>	<u>774-0833</u>	<u>12 years</u>	<u>7.8.05</u>	<u>no</u>
Unit 2 <u>Andy Ambrose</u>	<u>780-9741</u>	<u>3 years</u>	<u>7.9.05</u>	<u>yes</u>
Unit 3 <u>MeShell Jonka</u>	<u>774-0403</u>	<u>3 years</u>	<u>7.9.05</u>	<u>yes</u>
Unit 4				
Unit 5				
Unit 6				
Unit 7				
Unit 8				



If more units, submit same information on all units

Length of time building owned by applicant 19 years

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)

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

\$ 0 Exterior walls, windows, doors, roof

\$ 0 Insulation

\$ 50,000 Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ 20,000 Other (specify) update electrical wiring, add gas lines for stoves to upper floors, safety updates if needed

Andrew Ambrose
22 Deering Street
Portland, Maine 04101

July 7, 2005

Hi Andy,

David and I have decided to convert 22 Deering Street into condominiums and offer them for sale.

The following notice is required by the City of Portland's Condominium Conversion Ordinance and will inform you of your rights as tenants. For your information, the entire code can be found in the City of Portland Code of Ordinances, Land Use, Chapter 14, Article VII.

This letter is meant to serve as notice to you of a requirement to vacate your apartment, if you should not purchase it as a condominium. In accordance with Section **14-568** of the Conversion Ordinance, you are allowed 120 days from the date of your receipt of this letter to vacate. (120 days is the legal requirement for tenancies of 4 years) The Ordinance further requires this notice:

"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: 874-8703)."

For your information, eligibility for relocation payments is determined by your income, and applies only to households whose income is less than eighty percent of the median income of the Portland area as determined by the ordinance and U.S Department of Housing and Urban Development. The required relocation assistance includes such help as our writing letters of reference and providing you with information about available housing that may come to our attention.

As required by the ordinance, this letter must be hand-delivered or mailed by certified mail, return receipt.

As a tenant, you also are given an exclusive option to purchase your apartment for sixty days following this letter. This option may not be assigned. After speaking with real estate brokers and assessing the market for comparable units, we believe that we will be listing your unit at \$220,000 with planned renovations. These renovations include the installation of hardwood flooring in the living room and bedroom, new laminate flooring in the kitchen and bath, new light fixtures, new paint, new kitchen appliances including a gas stove, new cabinet faces

and new countertops in the kitchen. We can offer you the apartment with these renovations at **\$220,000** or without renovations at \$200,000; you will have 60 days to accept this offer.

We appreciate your patience in this process, and look forward to discussing your possible purchase of the unit. Please keep in touch with any concerns, and we will keep you informed as to the conversion and renovation process.

Sincere regards,

Maryellen Sullivan
260 Basin Point Road
Harpwell, Maine 04079

Cindy Glidden
Tim Staples
22 Deering Street
Portland, Maine 04101

July 6,2005

Hi Tim and Cindy,

David and I have decided to convert **22** Deering Street into condominiums and offer them for sale. We will be doing some renovations to the building in the process, mostly to the upper floor units. We also are required by law to bring the building up to current building code in the areas of electrical wiring, fire safety, plumbing and other safety requirements which will necessitate some renovations in those areas. Engineers also will have to do a complete survey of the building, measuring and charting its interior. We will give you notice of all this, and try to make their work as unobtrusive as possible. As for your apartment, we would like to repair the water damage near the air conditioner and above the fire place in the front room and refinish the wood floors.

The following notice is required by the City of Portland's Condominium Conversion Ordinance and will inform you of your rights as tenants. For your information, the entire code can be found in the City of Portland Code of Ordinances, Land Use, Chapter **14**, Article VII.

This letter is meant to serve as notice to you of a requirement to vacate your apartment, if you should not purchase it as a condominium. In accordance with Section **14-568** of the Conversion Ordinance, you are allowed **360** days from the date of your receipt of this letter to vacate. (The 360 days is in light of your approximately **13** years of tenancy.) The Ordinance further requires this notice:

"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: **874-8703**)."

For your information, eligibility for relocation payments is determined by your income, and applies only to households whose income is less than eighty percent of the median income of the Portland area as determined by the ordinance and U.S Department of Housing and Urban Development. The required relocation assistance includes such help as our writing letters of reference and providing you with information about available housing that may come to our attention.

As required by the ordinance, this letter must be hand-delivered or mailed by certified mail, return receipt.

As tenants, you also are given an exclusive option to purchase your apartment for sixty days following this letter. This option may not be assigned. After speaking with real estate brokers and assessing the market for comparable units, we will be listing your unit at \$320,000. In light of your long tenancy and connection to the apartment, we would be very pleased to sell the unit to you. As we discussed briefly, we also would be open to arranging a private mortgage.

We appreciate your patience in this process, and sincerely hope that the conversion will go smoothly and not cause disruption and displacement for you. Please keep in touch with any concerns, and we will keep you informed as to the conversion and renovation process.

Sincere regards,

Maryellen Sullivan
260 Basin Point Road
Harpwell, Maine 04079

MeShell Jonka
22 Deering Street
Portland, Maine 04101

July 7, 2005

Hi MeShell,

David and I have decided to convert 22 Deering Street into condominiums and offer them for sale.

The following notice is required by the City of Portland's Condominium Conversion Ordinance and will inform you of your rights as tenants. For your information, the entire code can be found in the City of Portland Code of Ordinances, Land Use, Chapter 14, Article VII.

This letter is meant to serve as notice to you of a requirement to vacate your apartment, if you should not purchase it as a condominium. In accordance with Section 14-568 of the Conversion Ordinance, you are allowed 120 days from the date of your receipt of this letter to vacate. (120 days is the legal requirement for tenancies of less than 4 years.) The Ordinance further requires this notice:

"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: 874-8703)."

For your information, eligibility for relocation payments is determined by your income, and applies only to households whose income is less than eighty percent of the median income of the Portland area as determined by the ordinance and U.S. Department of Housing and Urban Development. The required relocation assistance includes such help as our writing letters of reference and providing you with information about available housing that may come to our attention.

As required by the ordinance, this letter must be hand-delivered or mailed by certified mail, return receipt.

As a tenant, you also are given an exclusive option to purchase your apartment for sixty days following this letter. This option may not be assigned. After speaking with real estate brokers and assessing the market for comparable units, we believe that we will be listing your unit at \$250,000 with planned renovations. These renovations include the installation of hardwood flooring in the

living room, bedroom and hall, new laminate flooring in the kitchen and bath, new light fixtures, new paint, new kitchen appliances including a gas stove, new cabinet faces and new countertops in the kitchen. We can offer you the unit with these renovations at \$250,000 or as is at \$230,000. You have 60 days to accept this offer.

We appreciate your patience in this process, and look forward to discussing your possible purchase of the unit. Please keep in touch with any concerns, and we will keep you informed as to the conversion and renovation process.

Sincere regards,

Maryellen Sullivan
260 Basin Point Road
Harpswell, Maine
04079

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Andrew Ambrose</i> <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Andrew Ambrose</i> C. Date of Delivery <i>07/07/05</i></p>
<p>1. Article Addressed to: ANDY AMBROSE 22 DEERING ST. PORTLAND ME 04101</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below</p> <p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label) <u>7003 1680 0002 0190 5305</u></p>	<p>PS Form 3811, August 2001 Domestic Return Receipt 102595-02-M-1</p>

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>[Signature]</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery <i>7/7</i></p>
<p>1. Article Addressed to: CINDY GLIDDEN TIM STAPLES 22 DEERING STREET PORTLAND, MAINE 04101</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below</p> <p>3. Service Type <input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Registered <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label) <u>7003 1680 0002 0190 5299</u></p>	<p>PS Form 3811, August 2001 Domestic Return Receipt 102595-02-M-154</p>

U.S. Postal Service
CERTIFIED MAIL RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)
 For delivery information visit our website at www.usps.com

7003 1680 0002 0190 5305

JUL -7 2005

PS Form 3811, August 2001

August 16, 2005

MaryEllen Sullivan
260 Basin Point Road
Harpswell, Maine 04079

Dear MaryEllen

Following up on our conversation on Sunday evening August 14th, I will be vacating 22 Deering Street, Apt #2, the last week of the August and partially into the first week of September. In accordance of the Portland Condominium Conversation Ordinance Section 14.569, I am requesting the relocation payments and any other assistance as allowed. A copy of that section of the Ordinance is attached for your convenience. Please also find attached my W-2 from last year as proof of my earning under the 80% median income for the City of Portland as noted by the Department of Housing and Urban Development, or \$36,500.

Finally I am attaching a copy of the original lease I signed in 1999 noting the \$525.00 Security Deposit I paid.

If you could, on a separate sheet of paper please note that I have paid rent in the amount of \$650.00 per month for 6 months (January-June) of the year 2005. I need this as proof of paying rent in Portland and need it for the Rent Rebate Program provided by the State of Maine.

Please contact me if more documentation is needed or any questions. Thank you

Sincerely


Andrew R. Ambrose

8/5/2005

DEAR MARYELLEN + DAVID,

THIS SERVES AS A NOTICE TO VACATE UNIT #3 AT 22 DEERING ST, ON OR BEFORE SEPTEMBER 5 2005.

I WISH YOU ALL THE BEST IN CONVERTING AND SELLING THIS BUILDING INTO CONDOMINIUMS.

AS YOU HAVE INSPECTED THE PREMISES ALREADY, PLEASE ADVISE IF THERE ARE ANY OBJECTIONS TO YOU REMITTING MY SECURITY DEPOSIT OF \$750 AT THE END OF THIS NOTICE.

THANKS AGAIN,
MeShell

Andy Ambrose
19 Deering Street
Portland, Maine 04101

13 September 2005

Dear Andy,

Please find enclosed a relocation payment as required by Portland's Condominium Ordinance in the amount of **\$1,300**, which is **two** month's rent. In vacating the apartment at **22 Deering Street** in early September **2005** and providing your **2004 W-2** indicating an annual of income of **\$25,503.62**, you are eligible for this payment under Section **14-569**. This letter also confirms that you have vacated the apartment voluntarily and in advance of your noticed time limit of **120** days, and that you have declined your option to purchase the unit.

Regards,



Maryellen Sullivan
260 Basin Point Road
Harpwell, Maine 04079

cc: City of Portland Zoning Division

Maryellen Sullivan
260 Basin Point Road
Harpwell, ME 04079-3456



MesShell Jonka
8 Alder Street, # 3
Portland, Maine
04106

108

15 September 05
date

52-150/112 LC

Pay to the Order of MesShell Jonka \$ 1,500.00

One Thousand Five Hundred and No/100 Dollars

MAINE BANK & TRUST
• a maine bank for maine people •

For Relaxation Payment Maryellen Sullivan

⑆011201500⑆000000000 2976640199

Security Printing Mfg. Co. Inc. MAINE


MeShell Jonka
8 Alder Street
Portland, Maine 04106

13 September 2005

Dear MeShell,

Please find enclosed a relocation payment as required by Portland's Condominium Ordinance in the amount of **\$1,500**, which is two month's rent. In vacating the apartment at 22 Deering Street in early September 2005 and providing your **2004 W-2** indicating an annual of income of **\$11,596**, you are eligible for this payment under Section 14-569. This letter also confirms that you have vacated the apartment voluntarily and in advance of your noticed time limit of 120 days, and that you have declined your option to purchase the unit.

Regards,



Maryellen Sullivan
260 Basin Point Road
Harpwell, Maine 04079

cc: City of Portland Zoning Division