

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK



CITY OF PORTLAND BUILDING PERMIT

PERMIT ISSUED

MAR 18 2011

This is to certify that TomPort Property Management Watson

Located At 18 LEWIS

Job ID: 2011-02-470-MF 3-4

CBL: 056 - - A - 006 - 001 - - -

City of Portland

has permission to 4 Unit Residential to 4 Unit Condo

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 the buildings and structures, and of the application on file in the department.

Notification of inspection and written permission procured before this building or part thereof is lathed or otherwise closed-in. 48 HOUR NOTICE IS REQUIRED.

A final inspection must be completed by owner before this building or part thereof is occupied. If a certificate of occupancy is required, it must be

Fire Prevention Officer

Code Enforcement Officer / Plan Reviewer

THIS CARD MUST BE POSTED ON THE STREET SIDE OF THE PROPERTY.

PENALTY FOR REMOVING THIS CAR

City of Portland, Maine - Building or Use Permit Application

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

PERMIT ISSUED

Job No: 2011-02-470-MF 3-4	Date Applied: 2/18/2011	CBL: 056 - - A - 006 - 001 - - - - -	
Location of Construction: 18 LEWIS ST	Owner Name: Tom Watson -Port Property Management	Owner Address: 104 GRANT ST PORTLAND, ME - MAINE 04101	Phone: 252-0358
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name:	Phone:	Permit Type: CHUSE-CONDO - Condo Conversion	Zone: R-6
Past Use: Four (4) Residential Apartments	Proposed Use: SAME: Four (4) Residential DU - to change into condominiums	Cost of Work:	CEO District:
		Fire Dept: <input checked="" type="checkbox"/> Approved w/condition <input type="checkbox"/> Denied <input type="checkbox"/> N/A	Inspection: Use Group: Type: Signature:
Proposed Project Description: 18 Lewis - Condo Conversion		Pedestrian Activities District (P.A.D.)	

Permit Taken By:	Zoning Approval		
<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 informatin may invalidate a building permit and stop all work.</p>	Special Zone or Reviews <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetlands <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan <input type="checkbox"/> Maj <input type="checkbox"/> Min <input type="checkbox"/> MM Date: <i>OK with conditions</i> <i>3/2/11</i>	Zoning Appeal <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	Historic Preservation <i>with in</i> <input type="checkbox"/> Not in Dist or Landmark <input type="checkbox"/> Does not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>Any extension work requires a</i> <i>Separate review and approval</i>
	CERTIFICATION		

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

SIGNATURE OF APPLICANT	ADDRESS	DATE	PHONE
RESPONSIBLE PERSON IN CHARGE OF WORK, TITLE		DATE	PHON



General 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>18 Lewis Street, Portland</u>		
Total Square Footage of Proposed Structure/Area <u>Structure = 3778</u>	Square Footage of Lot <u>4258</u>	Number of Stories <u>2.5</u>
Tax Assessor's Chart, Block & Lot Chart# <u>56</u> Block# <u>A</u> Lot# <u>6</u>	Applicant * <u>must</u> be owner, Lessee or Buyer* Name <u>18 Lewis St., LLC</u> c/o <u>Port Property Management</u> Address <u>104 Grant St.</u> City, State & Zip <u>Portland, ME 04101</u>	Telephone: <u>252-0358</u>
Lessee/DBA (If Applicable) <u>---</u>	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u># 0</u> C of O Fee: \$ <u>4 x 75</u> Total Fee: \$ <u>300 -</u>
Current legal use (i.e. single family) <u>4 unit Apartment House</u> Number of Residential Units <u>4</u> If vacant, what was the previous use? <u>---</u> Proposed Specific use: <u>Convert apartments to condominiums</u> Is property part of a subdivision? <u>No.</u> If yes, please name <u>---</u> Project description: <u>To paint interior & exterior, re-finish floors, & insulate in converting apartments to condominiums.</u>		
Contractor's name: <u>Port Property Management</u> Address: <u>104 Grant St., Portland, ME 04101</u> City, State & Zip <u>---</u> Telephone: <u>207 761-0832</u> Who should we contact when the permit is ready: <u>TOM WATSON</u> Telephone: <u>252-0358</u> Mailing address: <u>104 Grant St., Portland, ME 04101</u>		

RECEIVED
FEB 18 2011
Dept. of Building Inspections
City of Portland, Maine

Please submit all of the information outlined on the applicable Checklist. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information or to download copies of this form and other applications visit the Inspections Division on-line at www.portlandmaine.gov, or stop by the Inspections Division office, room 315 City Hall or call 874-8703.

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: [Signature], Manager 18 Lewis St LLC Date: 2/18/2011

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

Job Summary Report
Job ID: 2011-02-470-MF 3-4

Report generated on Feb 23, 2011 1:55:11 PM

Page 1

Job Type:	Multi-Family 3-4	Job Description:	18 Lewis	Job Year:	2011
Building Job Status Code:	In Review	Pin Value:	715	Tenant Name:	
Job Application Date:		Public Building Flag:	N	Tenant Number:	
Estimated Value:		Square Footage:			
Related Parties:	Tom Watson		<i>Property Owner</i>		

Job Charges

Fee Code Description	Charge Amount	Permit Charge Adjustment	Net Charge Amount	Payment Date	Receipt Number	Payment Amount	Payment Adjustment Amount	Net Payment Amount	Outstanding Balance
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Location ID: 8698

Location Details

Alternate Id	Parcel Number	Census Tract	GIS X	GIS Y	GIS Z	GIS Reference	Longitude	Latitude
K16970	056 A 006 001		M				-70.269272	43.64978

Location Type	Subdivision Code	Subdivision Sub Code	Related Persons	Address(es)
1				18 LEWIS STREET WEST

Location Use Code	Variance Code	Use Zone Code	Fire Zone Code	Inside Outside Code	District Code	General Location Code	Inspection Area Code	Jurisdiction Code
FOUR FAMILY		NOT APPLICABLE			Historic District		DISTRICT 3	WEST END

Structure Details

Structure: Four Unit Condo

Occupancy Type Code:

Structure Type Code	Structure Status Type	Square Footage	Estimated Value	Address
Three - Four Family Building	0			18 LEWIS STREET WEST

Longitude	Latitude	GIS X	GIS Y	GIS Z	GIS Reference	User Defined Property Value

Permit #: 20111487

Permit Data

Location Id	Structure Description	Permit Status	Permit Description	Issue Date	Reissue Date	Expiration Date
8698	Four Unit Condo	Initialized	4 Unit Residential to 4 Unit Condo			

Inspection Details

cobO for 4 DU in microfiche
in Que
in Historic

Port Property

M A N A G E M E N T

February 18, 2011

Marge Schmuckal
Zoning Administrator
City of Portland
389 Congress Street
Portland, Maine 04101

RE: Condominium Conversion Permit Application
18 Lewis Street, Portland, Maine --- 4 Unit Apartment House (CBL 56-A-6)

TABLE OF CONTENTS

1. Check to City of Portland for \$900-- \$225 per unit x 4 units
2. Project Data Sheet
3. Letters to Tenants in Units #1, 2, and 3 including:
 - a. Letter to each tenant
 - b. Notice of Termination to each tenant
 - c. Copy of Conversion Ordinance to each tenant
4. Letter explaining current vacancy of Unit #4

If there is anything more you need for this application please call me. My phone number is 252-0358.

Thank you.

Sincerely,



Thomas Watson, 18 Lewis Street, LLC

Port Property

M A N A G E M E N T

February 18, 2011

Marge Schmuckal
Zoning Administrator
City of Portland
389 Congress Street
Portland, Maine 04101

RE: Condominium Conversion Application for 18 Lewis Street, Portland, Maine--
Explanation of Vacant Unit (Apt. #4)

Dear Marge:

18 Lewis Street, LLC is the owner of 18 Lewis Street, a 4 unit residential building in Portland, Maine. Its chart, block and lot number is 56-A-6. I'm the managing member of the LLC. We are applying for a condominium conversion permit.

The application requires that I explain why a unit is vacant. In this case, of the 4 units three of them are occupied and one of them is vacant, Apt. #4. We purchased the building on September 30, 2010 and the unit was vacant at that time. We have not rented out the apartment given we have been considering condo'ing it and so it remains unoccupied.

I believe the former tenant, Alan Holt, vacated the unit in late August of last year, prior to our purchasing the building. It was my understanding that Alan moved to Texas to take a planning job in Austin.

The former owner of the building, John Newton, forwarded me what he believes is Alan's email address and I have emailed Alan asking for his telephone number and address so that I could pass it on to you (per the condo conversion requirement). I've not heard back from Alan. Today the only contact information I have is his email, if indeed that is still his email, and that is alanaia@aol.com.

I'm hoping that this contact information, given I have none other and given that the former tenant moved out of state prior to our purchasing the property, is sufficient to meet the condo conversion requirement of providing contact information and explaining the reason for the vacancy.

Thank you.

Sincerely,



Thomas Watson, Owner, 18 Lewis Street, LLC (owner of 18 Lewis Street, Portland)

Submit with Condominium Conversion Permit Application

Project Data:

Address: 18 Lewis Street, Portland, ME 04102

C-B-L: 56 - A - 6

Number of Units in Building: 4

Tenant Name	Tenant Tel#	Occup. Length	Date of Notice	Eligible for \$?
Unit 1 Maria Long	233-9787	10+ years	2-22-2011	Yes.
Unit 2 Elizabeth Madore	272-6886	4 years	2-22-2011	Yes. <i>Needs to reverse letter</i>
Unit 3 Jim + Elise Devon	400-2620	4 years	2-22-2011	Yes.
Unit 4 Vacant as of 8/31/2010	- see attached letter.		—	—
Unit 5				
Unit 6				
Unit 7				
Unit 8				

If more units, submit same information on all units

Length of time building owned by applicant 5 months.

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:

\$ 9,000- Exterior walls, windows, doors, roof

\$ 12,000- Insulation

\$ 7,500- Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ 3,300- Other (specify) Appliances (3 sets)

Received revised letter 2/28/11 see attached

Port Property

M A N A G E M E N T

February 28, 2011

Elizabeth Madore
18 Lewis Street, Apt. #2
Portland, ME 04102

Dear Elizabeth:

THIS IS AN AMMENDED LETTER TO THE ONE PREVIOUSLY SENT YOU ON FEBRUARY 18, 2011. The City of Portland has notified us that the minimum notice to vacate is 120 days. Accordingly, your date to vacate has been changed below to June 30, 2011. I apologize for my misunderstanding.

I am writing you this letter to give you notice of our intent to convert the apartments at 18 Lewis Street into condominiums. You do have an exclusive option to purchase your current unit, Unit #2, within 60 days upon receipt of this letter. The purchase price for the unit is \$165,000 and the closing would occur 45 days upon signing a Purchase & Sale Agreement.

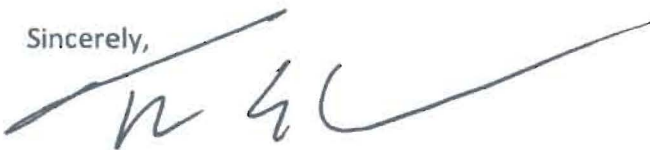
If you do not buy your apartment, the developer of this project, 18 Lewis Street, LLC, is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. A copy of the Portland City ordinance applicable to condominium conversions is attached to this letter and sets out certain of your legal rights.

If you have questions about your rights under the law, or complaints about the way you have been treated by 18 Lewis Street, LLC, 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).

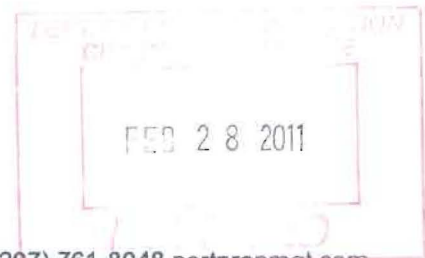
Should you decide not to purchase your unit, your apartment will need to be vacated by June 30, 2011 as your tenancy will terminate on that date. A notification of termination is attached to this letter. *ok*

Please contact me should you need any help with the relocation process and I would be happy to assist you. Should you have any other questions or concerns feel free to contact me as well.

Sincerely,



Tom Watson
18 Lewis Street, LLC



Port Property

M A N A G E M E N T

February 28, 2011

TO: Elizabeth Madore and All Other Occupants
18 Lewis Street, Apt# 2, Portland, ME 04102

RE: Tenancy at premises known as 18 Lewis Street, Apt# 2, Portland, ME 04102

TENANCY AT WILL: DATE OF TERMINATION JUNE 30, 2011

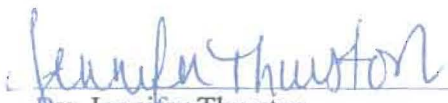
alc

Dear Tenant(s):

I, Jennifer Thurston, Resident Relations Coordinator for Port Property Management, Manager of the premises noted above, hereby give you notice to quit and notice to deliver up possession on June 30, 2011, of the premises noted above, which you now hold as Port Property Management's tenant. Please note that you are a tenant-at-will and that your tenancy in the premises noted above will terminate on June 30, 2011.

This Notice of Termination and Notice to Quit does not relieve you from your obligation to pay the full amount of rent due and owing to the Landlord, Port Property Management. If you do not pay said amounts to the Landlord in accordance with Maine law, the Landlord will take appropriate actions, including legal proceedings, to collect all amounts owed. You are not permitted to apply your security deposit being held by the Landlord to your last month's rent.

Sincerely,
Port Property Management


By: Jennifer Thurston
Resident Relations Coordinator



104 Grant Street, Portland, Maine 04101
Telephone #: (207) 761-0832 Fax #: (207) 761-8048

Port Property

M A N A G E M E N T

February 18, 2011

Elizabeth Madore
18 Lewis Street, Apt. #2
Portland, ME 04102

See revised

Dear Elizabeth:

I am writing you this letter to give you notice of our intent to convert the apartments at 18 Lewis Street into condominiums. You do have an exclusive option to purchase your current unit, Unit #2, within 60 days upon receipt of this letter. The purchase price for the unit is \$165,000 and the closing would occur 45 days upon signing a Purchase & Sale Agreement.

If you do not buy your apartment, the developer of this project, 18 Lewis Street, LLC, is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. A copy of the Portland City ordinance applicable to condominium conversions is attached to this letter and sets out certain of your legal rights.

If you have questions about your rights under the law, or complaints about the way you have been treated by 18 Lewis Street, LLC, 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).

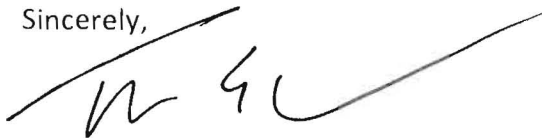
Should you decide not to purchase your unit, your apartment will need to be vacated by May 31, 2011 as your tenancy will terminate on that date. A notification of termination is attached to this letter.

120 day Notice

- 90 DAYS?

Please contact me should you need any help with the relocation process and I would be happy to assist you. Should you have any other questions or concerns feel free to contact me as well.

Sincerely,



Tom Watson
18 Lewis Street, LLC
(207) 761-0832

2/24/11 - called Tom
Needs to re Notice this
tenant

Port Property

M A N A G E M E N T

February 18, 2011

TO: Elizabeth Madore and All Other Occupants
18 Lewis Street, Apt# 2, Portland, ME 04102

RE: Tenancy at premises known as 18 Lewis Street, Apt# 2, Portland, ME 04102

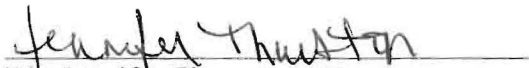
TENANCY AT WILL: DATE OF TERMINATION MAY 31, 2011

Dear Tenant(s):

I, Jennifer Thurston, Resident Relations Coordinator for Port Property Management, Manager of the premises noted above, hereby give you notice to quit and notice to deliver up possession on May 31, 2011, of the premises noted above, which you now hold as Port Property Management's tenant. Please note that you are a tenant-at-will and that your tenancy in the premises noted above will terminate on May 31, 2011.

This Notice of Termination and Notice to Quit does not relieve you from your obligation to pay the full amount of rent due and owing to the Landlord, Port Property Management. If you do not pay said amounts to the Landlord in accordance with Maine law, the Landlord will take appropriate actions, including legal proceedings, to collect all amounts owed. You are not permitted to apply your security deposit being held by the Landlord to your last month's rent.

Sincerely,
Port Property Management



By: Jennifer Thurston
Resident Relations Coordinator

104 Grant Street, Portland, Maine 04101
Telephone #: (207) 761-0832 Fax #: (207) 761-8048

Sec. 14-554. Reserved.
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Sec. 14-558. Reserved.
Sec. 14-559. Reserved.
Sec. 14-560. Reserved.
Sec. 14-561. Reserved.
Sec. 14-562. Reserved.
Sec. 14-563. Reserved.
Sec. 14-564. Reserved.

ARTICLE VII. CONDOMINIUM CONVERSION

Sec. 14-565. Purpose.

The purpose of this article is to regulate the conversion of rental housing to condominiums; to minimize the potential adverse impacts of such conversion on tenants; to ensure that converted such housing is safe and decent; and to maintain a reasonable balance of housing alternatives within the city for persons of all incomes. To these ends, this article shall be liberally construed. (Ord. No. 213-81, § 608.1, 11-16-81)

Sec. 14-566. Applicability.

This article shall apply to the conversion of any rental unit to a condominium unit. (Ord. No. 213-81, § 608.2, 11-16-81)

Sec. 14-567. Definitions.

For the purpose of this article, the following terms shall be defined as follows, unless otherwise clearly implied:

Condominium means any interest in real estate created pursuant to the Unit Ownership Act, 33 M.R.S.A. § 560 et seq., or its equivalent, as it may from time to time be amended.

Developer means and includes any person or other legal entity, but not including an established lending institution unless it is an active participant in a common promotional scheme, who, whether

acting as principal or agent, records a declaration of condominium that includes real estate, any portion of which was previously a rental unit.

Tenant means and includes any occupant in lawful possession of a rental unit, whether by lease, sublease, or otherwise.

Unit means any building, or portion thereof, used or intended to be used primarily as a separate dwelling.
(Ord. No. 213-81, § 608.3, 11-16-81)

Cross reference(s)--Definitions and rules of construction generally, § 1-2.

Sec. 14-568. Protection of tenants.

(a) *Notice of intent to convert.* A developer shall give to each tenant written notice of intent to convert at least one hundred twenty (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 (4) consecutive years, the notice period shall be increased by thirty (30) additional days for each additional year, or fraction thereof, to a maximum of two hundred forty (240) additional days. The notice shall set forth specifically the rights of tenants under subsections (a) and (b) of this section and section 14-569, and shall 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: 874-8703).

If the notice specifies a date by which the tenant is required to vacate, the notice may also serve as a notice of termination under the applicable law of forcible entry and detainer, if it meets the requirements thereof. The notice shall be hand-delivered to the tenant or mailed, by certified mail, return receipt requested, postage prepaid, to the tenant at the address of the unit or such other address as the tenant may provide. The notice shall be effective when actually received. No tenant may be required by a developer to vacate without having been given notice

as required herein, except for the reasons specified in the applicable law of forcible entry and detainer, and in accordance with the procedures thereof. The terms of a tenancy, including rent, may not be altered during the notice period, except as expressly provided in a preexisting written lease. If, within one hundred twenty (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.

(b) *Option to purchase.* For a sixty-day period following the giving of notice as required in subsection (a), the developer shall grant to the tenant an exclusive and irrevocable option to purchase the unit of which the tenant is then possessed, which option may not be assigned. If the tenant does not purchase or contract to purchase the unit during the sixty-day period, the developer may not convey or offer to convey the unit to any other person during the following one hundred eighty (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 sixty-day period. This subsection shall not apply to any rental unit that, when converted, will be restricted exclusively to nonresidential use. If, within two (2) years after a developer records a declaration of condominium, the use of any such unit is changed such that but for the preceding sentence, this subsection would have applied, the developer shall be presumed to have converted in violation of this article.

(Ord. No. 213-81, § 608.4, 11-16-81)

Sec. 14-569. 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 the tenant for the immediately preceding two (2) months; provided that this requirement shall not apply to any tenant whose gross income exceeds eighty (80) percent 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 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 tenant's eligibility for relocation payments as provided herein.

Sec. 14-570. Conversion permit.

Before conveying or offering to convey a converted unit, the developer shall obtain a conversion permit from the building inspection division of the department of planning and urban development. The permit shall issue only upon receipt of a completed application therefor in a form to be devised for that purpose, payment of a fee of one hundred and fifty dollars (\$150.00) per unit, and a finding, upon inspection, that each unit, together with any common areas and facilities appurtenant thereto, is in full compliance with all applicable provisions of article II of chapter 6 (building code), article III of chapter 6 (electrical installations), article V of chapter 6 (minimum standards for dwellings) and article II of chapter 10 (fire prevention code) of this Code, and the Life Safety Code as adopted by the state. 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.

(Ord. No. 213-81, § 608.6, 11-16-81)

Sec. 14-571. Variation by agreement.

No provision of, or right conferred by, this article may be waived by a tenant, by agreement or otherwise, and any such waiver shall be void. Any attempt to require, encourage, or induce a tenant to waive any provision hereof, or right conferred hereby, shall be a violation of this article. Nothing herein shall be construed to void any term of a lease which offers greater rights than those conferred hereby.

(Ord. No. 213-81, § 608.7, 11-16-81)

- Sec. 14-572. Reserved.
- Sec. 14-573. Reserved.
- Sec. 14-574. Reserved.
- Sec. 14-575. Reserved.
- Sec. 14-576. Reserved.
- Sec. 14-577. Reserved.
- Sec. 14-578. Reserved.
- Sec. 14-579. Reserved.
- Sec. 14-580. Reserved.
- Sec. 14-581. Reserved.
- Sec. 14-582. Reserved.

Port Property

M A N A G E M E N T

February 18, 2011

Jim & Elise Devon
18 Lewis Street, Apt. #3
Portland, ME 04102

Dear Jim & Elise:

I am writing you this letter to give you notice of our intent to convert the apartments at 18 Lewis Street into condominiums. You do have an exclusive option to purchase your current unit, Unit #3, within 60 days upon receipt of this letter. The purchase price for the unit is \$249,000 and the closing would occur 45 days upon signing a Purchase & Sale Agreement.

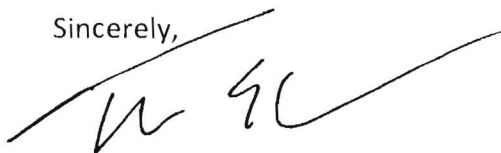
If you do not buy your apartment, the developer of this project, 18 Lewis Street, LLC, is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. A copy of the Portland City ordinance applicable to condominium conversions is attached to this letter and sets out certain of your legal rights.

If you have questions about your rights under the law, or complaints about the way you have been treated by 18 Lewis Street, LLC, 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).

Should you decide not to purchase your unit, your apartment will need to be vacated by July 31, 2011 as your tenancy will terminate on that date. A notification of termination is attached to this letter.

Please contact me should you need any help with the relocation process and I would be happy to assist you. Should you have any other questions or concerns feel free to contact me as well.

Sincerely,



Tom Watson
18 Lewis Street, LLC
(207) 761-0832

120 day
Notice min

150 day
No

Port Property

M A N A G E M E N T

February 18, 2011

TO: James and Elise Devon and All Other Occupants
18 Lewis Street, Apt# 3, Portland, ME 04102

RE: Tenancy at premises known as 18 Lewis Street, Apt# 3, Portland, ME 04102

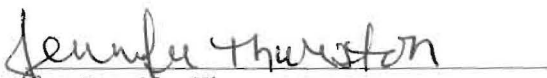
TENANCY AT WILL: DATE OF TERMINATION JULY 31, 2011

Dear Tenant(s):

I, Jennifer Thurston, Resident Relations Coordinator for Port Property Management, Manager of the premises noted above, hereby give you notice to quit and notice to deliver up possession on July 31, 2011, of the premises noted above, which you now hold as Port Property Management's tenant. Please note that you are a tenant-at-will and that your tenancy in the premises noted above will terminate on July 31, 2011.

This Notice of Termination and Notice to Quit does not relieve you from your obligation to pay the full amount of rent due and owing to the Landlord, Port Property Management. If you do not pay said amounts to the Landlord in accordance with Maine law, the Landlord will take appropriate actions, including legal proceedings, to collect all amounts owed. You are not permitted to apply your security deposit being held by the Landlord to your last month's rent.

Sincerely,
Port Property Management



By: Jennifer Thurston
Resident Relations Coordinator

104 Grant Street, Portland, Maine 04101
Telephone #: (207) 761-0832 Fax #: (207) 761-8048

Sec. 14-554. Reserved.
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ARTICLE VII. CONDOMINIUM CONVERSION

Sec. 14-565. Purpose.

The purpose of this article is to regulate the conversion of rental housing to condominiums; to minimize the potential adverse impacts of such conversion on tenants; to ensure that converted such housing is safe and decent; and to maintain a reasonable balance of housing alternatives within the city for persons of all incomes. To these ends, this article shall be liberally construed. (Ord. No. 213-81, § 608.1, 11-16-81)

Sec. 14-566. Applicability.

This article shall apply to the conversion of any rental unit to a condominium unit. (Ord. No. 213-81, § 608.2, 11-16-81)

Sec. 14-567. Definitions.

For the purpose of this article, the following terms shall be defined as follows, unless otherwise clearly implied:

Condominium means any interest in real estate created pursuant to the Unit Ownership Act, 33 M.R.S.A. § 560 et seq., or its equivalent, as it may from time to time be amended.

Developer means and includes any person or other legal entity, but not including an established lending institution unless it is an active participant in a common promotional scheme, who, whether

acting as principal or agent, records a declaration of condominium that includes real estate, any portion of which was previously a rental unit.

Tenant means and includes any occupant in lawful possession of a rental unit, whether by lease, sublease, or otherwise.

Unit means any building, or portion thereof, used or intended to be used primarily as a separate dwelling.
(Ord. No. 213-81, § 608.3, 11-16-81)

Cross reference(s)--Definitions and rules of construction generally, § 1-2.

Sec. 14-568. Protection of tenants.

(a) *Notice of intent to convert.* A developer shall give to each tenant written notice of intent to convert at least one hundred twenty (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 (4) consecutive years, the notice period shall be increased by thirty (30) additional days for each additional year, or fraction thereof, to a maximum of two hundred forty (240) additional days. The notice shall set forth specifically the rights of tenants under subsections (a) and (b) of this section and section 14-569, and shall 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: 874-8703).

If the notice specifies a date by which the tenant is required to vacate, the notice may also serve as a notice of termination under the applicable law of forcible entry and detainer, if it meets the requirements thereof. The notice shall be hand-delivered to the tenant or mailed, by certified mail, return receipt requested, postage prepaid, to the tenant at the address of the unit or such other address as the tenant may provide. The notice shall be effective when actually received. No tenant may be required by a developer to vacate without having been given notice

as required herein, except for the reasons specified in the applicable law of forcible entry and detainer, and in accordance with the procedures thereof. The terms of a tenancy, including rent, may not be altered during the notice period, except as expressly provided in a preexisting written lease. If, within one hundred twenty (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.

(b) *Option to purchase.* For a sixty-day period following the giving of notice as required in subsection (a), the developer shall grant to the tenant an exclusive and irrevocable option to purchase the unit of which the tenant is then possessed, which option may not be assigned. If the tenant does not purchase or contract to purchase the unit during the sixty-day period, the developer may not convey or offer to convey the unit to any other person during the following one hundred eighty (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 sixty-day period. This subsection shall not apply to any rental unit that, when converted, will be restricted exclusively to nonresidential use. If, within two (2) years after a developer records a declaration of condominium, the use of any such unit is changed such that but for the preceding sentence, this subsection would have applied, the developer shall be presumed to have converted in violation of this article.

(Ord. No. 213-81, § 608.4, 11-16-81)

Sec. 14-569. 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 the tenant for the immediately preceding two (2) months; provided that this requirement shall not apply to any tenant whose gross income exceeds eighty (80) percent 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 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 tenant's eligibility for relocation payments as provided herein.

Sec. 14-570. Conversion permit.

Before conveying or offering to convey a converted unit, the developer shall obtain a conversion permit from the building inspection division of the department of planning and urban development. The permit shall issue only upon receipt of a completed application therefor in a form to be devised for that purpose, payment of a fee of one hundred and fifty dollars (\$150.00) per unit, and a finding, upon inspection, that each unit, together with any common areas and facilities appurtenant thereto, is in full compliance with all applicable provisions of article II of chapter 6 (building code), article III of chapter 6 (electrical installations), article V of chapter 6 (minimum standards for dwellings) and article II of chapter 10 (fire prevention code) of this Code, and the Life Safety Code as adopted by the state. 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.

(Ord. No. 213-81, § 608.6, 11-16-81)

Sec. 14-571. Variation by agreement.

No provision of, or right conferred by, this article may be waived by a tenant, by agreement or otherwise, and any such waiver shall be void. Any attempt to require, encourage, or induce a tenant to waive any provision hereof, or right conferred hereby, shall be a violation of this article. Nothing herein shall be construed to void any term of a lease which offers greater rights than those conferred hereby.

(Ord. No. 213-81, § 608.7, 11-16-81)

- Sec. 14-572. Reserved.**
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- Sec. 14-580. Reserved.**
- Sec. 14-581. Reserved.**
- Sec. 14-582. Reserved.**

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Port Property

M A N A G E M E N T

February 18, 2011

Maria Long
18 Lewis Street, Apt. #1
Portland, ME 04102

Dear Maria:

I am writing you this letter to give you notice of our intent to convert the apartments at 18 Lewis Street into condominiums. You do have an exclusive option to purchase your current unit, Unit #1, within 60 days upon receipt of this letter. The purchase price for the unit is \$175,000 and the closing would occur 45 days upon signing a Purchase & Sale Agreement.

If you do not buy your apartment, the developer of this project, 18 Lewis Street, LLC, is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. A copy of the Portland City ordinance applicable to condominium conversions is attached to this letter and sets out certain of your legal rights.

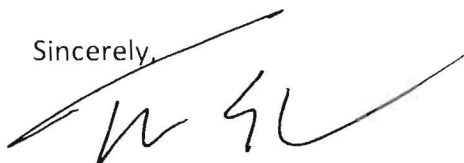
If you have questions about your rights under the law, or complaints about the way you have been treated by 18 Lewis Street, LLC, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 874-8703).

Should you decide not to purchase your unit, your apartment will need to be vacated by February 29, 2012 as your tenancy will terminate on that date. A notification of termination is attached to this letter.

over 360 day notice given

Please contact me should you need any help with the relocation process and I would be happy to assist you. Should you have any other questions or concerns feel free to contact me as well.

Sincerely,



Tom Watson
18 Lewis Street, LLC
(207) 761-0832

Port Property

M A N A G E M E N T

February 18, 2011

TO: Maria Long and All Other Occupants
18 Lewis Street, Apt# 1, Portland, ME 04102

RE: Tenancy at premises known as 18 Lewis Street, Apt# 1, Portland, ME 04102

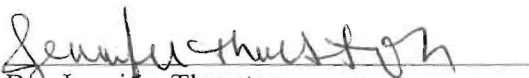
TENANCY AT WILL: DATE OF TERMINATION FEBRUARY 29, 2012

Dear Tenant(s):

I, Jennifer Thurston, Resident Relations Coordinator for Port Property Management, Manager of the premises noted above, hereby give you notice to quit and notice to deliver up possession on February 29, 2012, of the premises noted above, which you now hold as Port Property Management's tenant. Please note that you are a tenant-at-will and that your tenancy in the premises noted above will terminate on February 29, 2012.

This Notice of Termination and Notice to Quit does not relieve you from your obligation to pay the full amount of rent due and owing to the Landlord, Port Property Management. If you do not pay said amounts to the Landlord in accordance with Maine law, the Landlord will take appropriate actions, including legal proceedings, to collect all amounts owed. You are not permitted to apply your security deposit being held by the Landlord to your last month's rent.

Sincerely,
Port Property Management


By: Jennifer Thurston
Resident Relations Coordinator

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