

Please Read Application And Notes, If Any, Attached

# CITY OF PORTLAND PERMITS DEPARTMENT

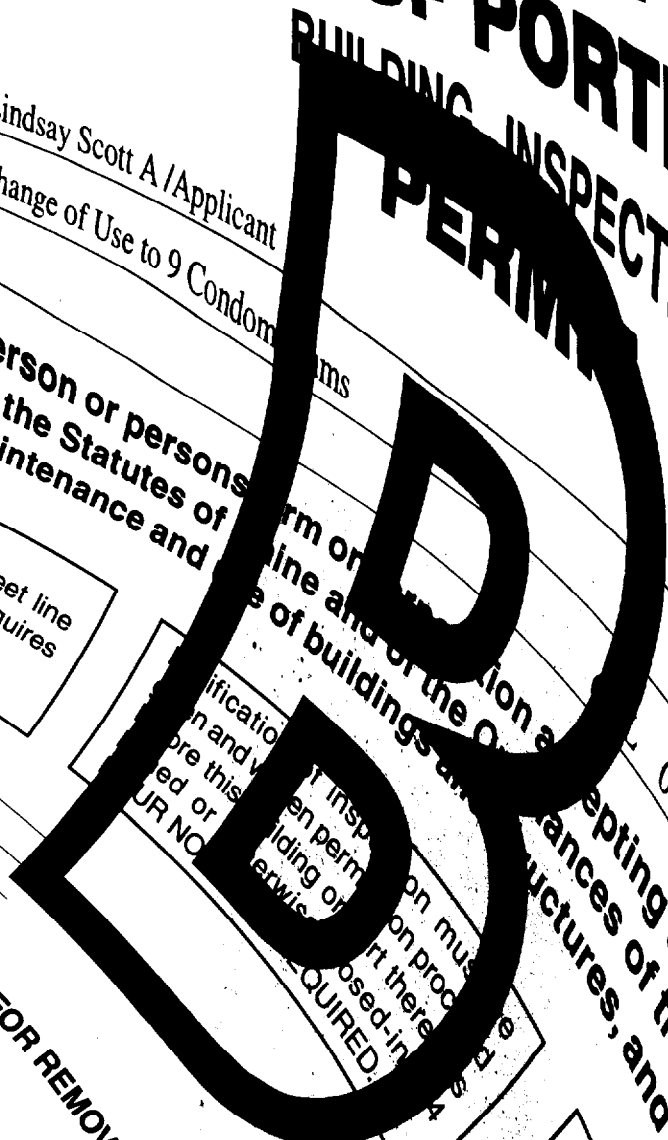
This is to certify that Lindsay Scott A / Applicant has permission to Change of Use to 9 Condom AT 12 Lewis St

provided that the person or persons of the provisions of the Statutes of the construction, maintenance and this department.

Apply to Public Works for street line and grade if nature of work requires such information.

OTHER REQUIRED APPROVALS  
Dept. \_\_\_\_\_  
h Dept. \_\_\_\_\_  
Board \_\_\_\_\_

Department Name



Permit Number: 030225A

056 A010001

PENALTY FOR REMOVING THIS CAP

A certific  
procure  
ing or

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

Permit No: 03-0254	Issue Date:	CBL: 056 A010001
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Location of Construction: 12 Lewis St	Owner Name: Lindsay Scott A	Owner Address: Po Box 7626	Phone: 773-8422
Business Name:	Contractor Name: Applicant	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Use - Condo Conversion	Zone: R6

Past Use: 9 Unit Multi Family	Proposed Use: 9 Condominiums	Permit Fee: \$930.00	Cost of Work: \$930.00	CEO District: 3
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Proposed Project Description: Change of Use to 9 Condominiums <i>legal use; 9 dwelling units - no change in number of resid. units permitted</i>	FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: R2 Type: 5B 4/24/03
	Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>

**PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)**

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: gad	Date Applied For: 03/27/2003	<b>Zoning Approval</b>
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Denied Date: <i>4/22/03</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved Date: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>requires a separate review</i>
	<i>OK with conditions</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 PHONE

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

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

<b>Permit No:</b> 03-0254	<b>Date Applied For:</b> 03/27/2003	<b>CBL:</b> 056 A010001
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<b>Location of Construction:</b> 12 Lewis St	<b>Owner Name:</b> Lindsay Scott A	<b>Owner Address:</b> Po Box 7626	<b>Phone:</b> ( ) 773-8422
<b>Business Name:</b>	<b>Contractor Name:</b> Applicant	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Condo Conversion	

<b>Proposed Use:</b> 9 Condominiums	<b>Proposed Project Description:</b> Change of Use to 9 Condominiums
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 04/22/2003

**Note:** 3/31/03 See letter. For the application, only one of nine tenant forms was attached. All tenant forms should be attached. If the building is vacant, we need to know when the units were vacated. **Ok to Issue:**   
4/3/03 received a cover letter and more info about the previous tenants

- 1) 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.
- 2) ANY exterior work requires a separate review and approval thru Historic Preservation
- 3) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 4) This property shall remain a nine (9) family dwelling. Any change of use shall require a separate permit application for review and approval.
- 5) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Pending      **Reviewer:**      **Approval Date:**      **Ok to Issue:**

**Dept:** Fire      **Status:** Approved      **Reviewer:** Lt. McDougall      **Approval Date:** 04/14/2003      **Ok to Issue:**

Zoning Division  
Marge Schmuckal  
Zoning Administrator

Department of Planning & Development  
Lee Urban, Director



## CITY OF PORTLAND

March 31, 2003

Scott A. Lindsay  
P.O. Box 7626  
Portland, ME 04112

RE: 12 Lewis Street – 056-A-010 – R-6 zone – Historic Overlay zone

Dear Scott,

I am in receipt of your permit application requesting a condominium permit conversion permit for nine (9) rental unit to nine (9) condominium units. As part of your application you are required to notify all the tenants of their rights and your intention to convert to condominiums. Only one such letter was attached to your application. This office needs to see all tenant notification letters. If units are empty, this office needs to know when the units were vacated and under what circumstances. We will also need the names and telephone numbers of the most recent, past tenants so that the City can verify the reason of their vacating their units.

Your permit will be on hold until this office receives all the necessary information required to issue such a permit.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Marge Schmuckal', is written over a horizontal line.

Marge Schmuckal  
Zoning Administrator

Cc: Mark Adelson, Housing and Neighborhood Services Director  
File



\*\*\*\* WELCOME TO \*\*\*\*  
 PORTLAND DOWNTOWN STATION  
 PORTLAND, ME 04112-9998  
 03/26/03 05:19PM

Store USPS Trans 182  
 Wkstn sys5006 Cashier KZZ77Y  
 Cashier's Name SARAH  
 Stock Unit Id WINSARAH  
 PO Phone Number 2078718464  
 USPS # 2269030104

1. First Class 4.42  
 Destination: 04102  
 Weight: 0.70oz  
 Postage Type: PVI  
 Total Cost: 4.42  
 Base Rate: 0.37

SERVICES  
 Certified Mail 2.30  
 70012510000670575994  
 Return Receipt 1.75

Subtotal 4.42  
 Total 4.42

Personal/ Business Check 4.42

Number of Items Sold: 1

Thank You  
 Please come again!

**U.S. Postal Service**  
**CERTIFIED MAIL RECEIPT**  
 (Domestic Mail Only; No Insurance Coverage Provided)

PORTLAND, ME 04102

Postage	\$ 0.37	
Certified Fee	2.30	
Return Receipt Fee (Endorsement Required)	1.75	
Restricted Delivery Fee (Endorsement Required)		
<b>Total Postage &amp; Fees</b>	<b>\$ 4.42</b>	

Sent To  
 Dusan Bjelic  
 Street, Apt. No.; or PO Box No. 12 Lewis St, Apt. #8  
 City, State, ZIP+4 Portland, ME 04102

7001 2510 0006 7057 5994

**Scott A. Lindsay**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

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Phone 207-773-8422  
Fax 207-773-8427

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**NOTICE OF CONVERSION OF RESIDENTIAL APARTMENT UNIT TO A  
CONDOMINIUM UNIT PURSUANT TO 33 M.R.S.A. 1604-111  
(Portland Code Article VII)**

March 26, 2003

Dusan Bjelic  
12 Lewis Apt. #8  
Portland, Maine 04102

**Re: 12 Lewis Street, Apt. #8 Portland, Maine**

Dear Dusan:

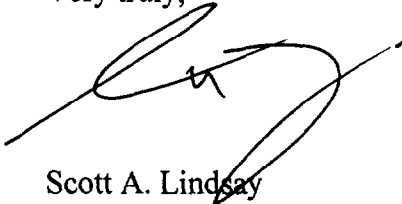
Pursuant to 33 M.R.S.A. 1604-111, this letter is given to notify you that our building at 12 Lewis Street, Portland, Maine is being converted into condominiums. Pursuant to 1604-111 and Article VII of the Land Use Ordinance for the City of Portland, you, as the tenant, have the right for 60 days after delivery or mailing of this notice to you to purchase the condominium unit that is being created that will include your apartment, as is, with one (1) parking spaces for a purchase price of \$150,000.00. During the following 180 days, I cannot offer to dispose my interest in the unit at a price or terms more favorable than the price or terms offered to you.

If you do not buy the unit being created to include your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law, or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, Maine 04101 (telephone: 775-5451).

As required by law, I have enclosed for your review the Declaration of Condominium and the Bylaws of the Condominium Association.

If you are interested in pursuing the purchase of the condominium or if you have any further questions, please do not hesitate to contact me.

Very truly,



Scott A. Lindsay

**NOTICE BY TENANT OF ACCEPTANCE OR NON-ACCEPTANCE**

I/we hereby give Scott A. Lindsay notice that we received this Notice of Conversion on \_\_\_\_\_, 2003.

\_\_\_\_\_  
\_\_\_\_\_

I/we hereby state that we:

\_\_\_\_\_ accept

\_\_\_\_\_ decline

the offer to purchase the unit as contained in the above Notice.

Dated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE

# CITY OF PORTLAND

## BUILDING INSPECTION

# PERMIT

PERMIT ISSUED

JAN 28 2003

Permit Number: 030025

CITY OF PORTLAND

Please Read Application And Notes, If Any, Attached

This is to certify that Lindsay Scott A /Applicant  
has permission to Alterations to Units to Improve Fire Code Regulations/Upgrade to Electrical/Renovations to Kitchen/Baths  
AT 12 Lewis St CBL 056 A010001

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 written permission procured before this building or part thereof is lathed or otherwise closed-in. 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. W.M.S.

Health Dept. \_\_\_\_\_

Appeal Board \_\_\_\_\_

Other \_\_\_\_\_

Department Name

*[Signature]*  
Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD



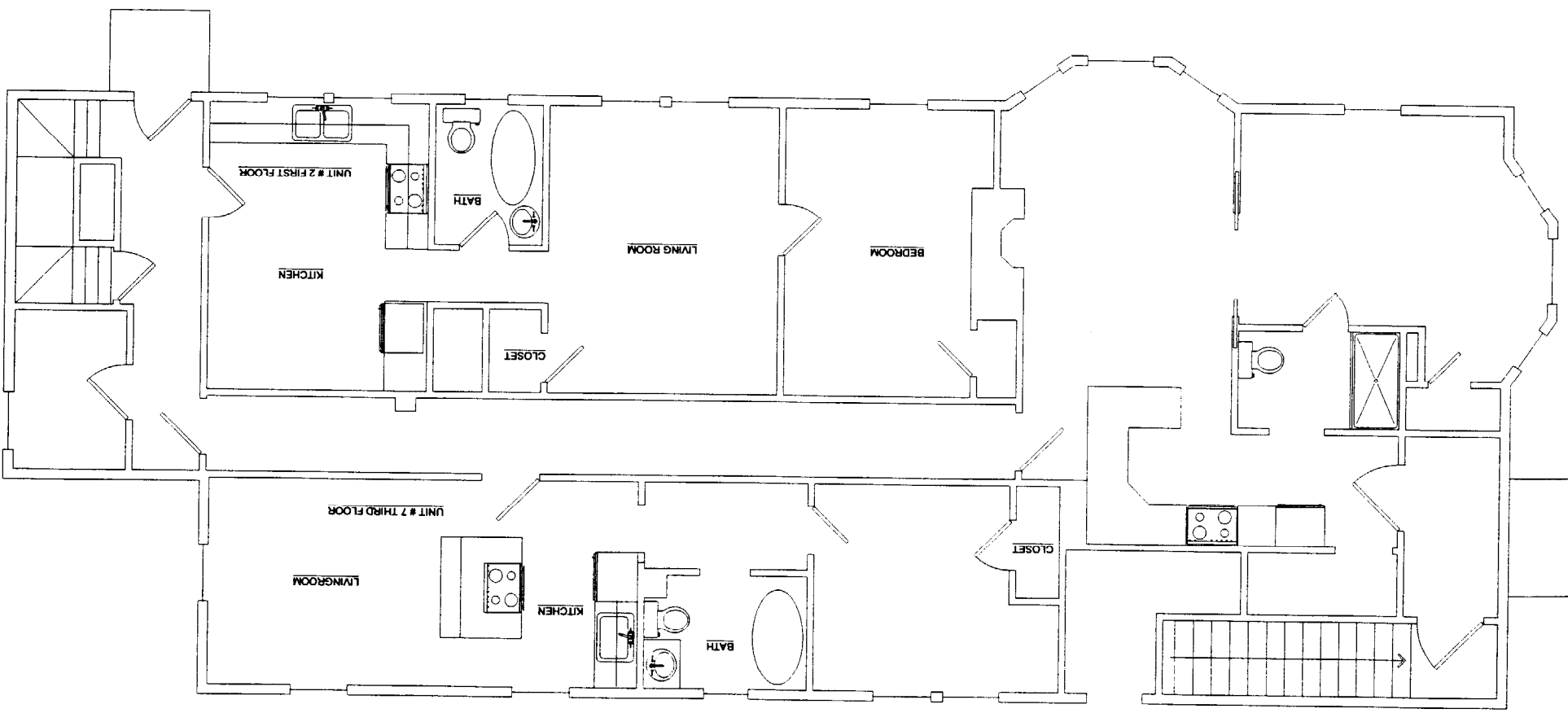
TURK TRACEY & LARRY  
ARCHITECTS, LLC  
92 EXCHANGE STREET  
PORTLAND, MAINE 04101  
TEL: 207.761.9662  
FAX: 207.761.9696

12 LEWIS STREET CONDOMINIUM  
PORTLAND, ME

TITLE: 1ST FLOOR PLAN  
DATE: 26 March 2003  
REVISIONS:

SHEET NO.:  
**A-2**

1  
A2  
FIRST FLOOR PLAN  
1/8" = 1'-0"



TURK TRACEY & LARRY  
ARCHITECTS, LLC  
92 EXCHANGE STREET  
PORTLAND, MAINE 04101  
TEL: 207.761.9662  
FAX: 207.761.9696

12 LEWIS STREET CONDOMINIUM  
PORTLAND, ME

TITLE: 2ND FLOOR PLAN  
DATE: 26 March 2003  
REVISIONS:

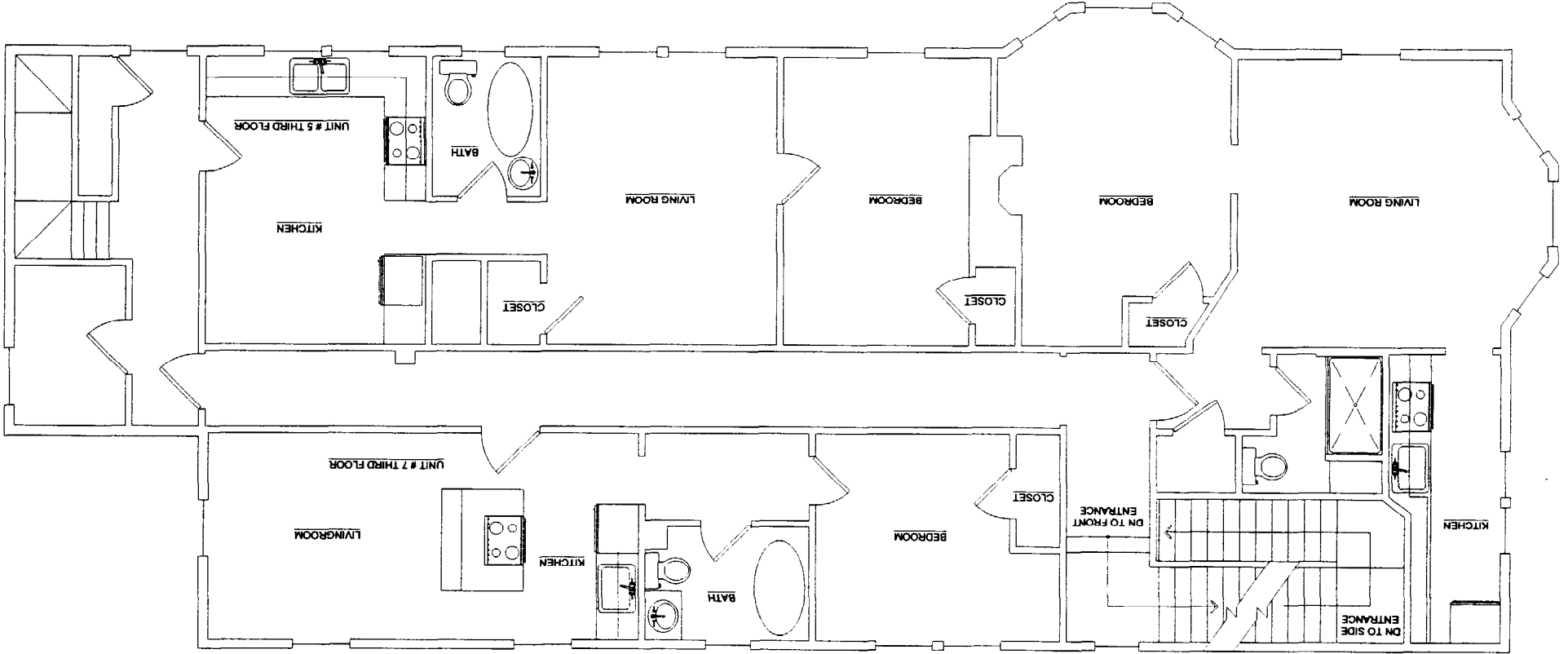
SHEET NO.:  
**A-3**

SECOND FLOOR PLAN

1/8" = 1'-0"

A3

1



TURK TRACEY & LARRY  
ARCHITECTS, LLC  
92 EXCHANGE STREET  
PORTLAND, MAINE 04101  
TEL: 207.761.9662  
FAX: 207.761.9696

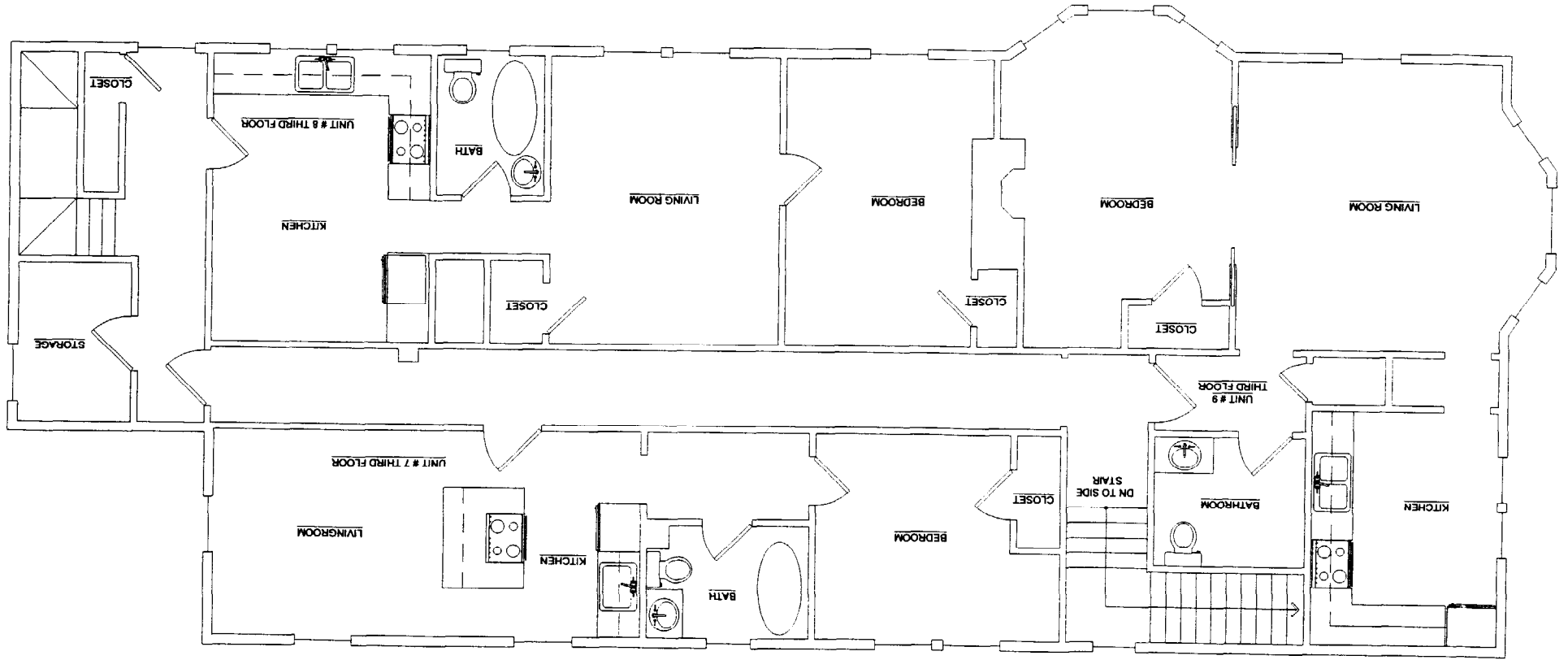
12 LEWIS STREET CONDOMINIUM  
PORTLAND, ME

TITLE: 3RD FLOOR PLAN  
DATE: 26 March 2003  
REVISIONS:

SHEET NO.:

A-4

1  
A-4  
1/8" = 1'-0"  
THIRD FLOOR PLAN



**Scott A. Lindsay Rental**

RE: 12 Lewis St

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

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Phone 207-773-8422  
Fax 207-773-8427

April 2, 2003

Marge Schmuckal  
Zoning Administrator  
City of Portland  
Room 315 - 389 Congress Street  
Portland, Maine 04101

Dear Marge:

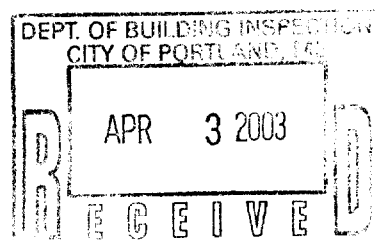
I received your letter of March 31, 2003 regarding tenant notification for condominium conversion for 12 Lewis Street, Portland.

I purchased the property on October 1, 2002. I gave notice of rental increase to six tenants who were tenants-at-will. The three other tenants were on inherited leases. Five of the six notified tenants-at-will chose to vacate their apartments with negotiated move out dates from December thru January, 2003. Another tenant, on an inherited lease, had a family emergency and broke her lease in mid-December. I was suddenly faced with a building with six vacancies. I attempted to rent these units in the Portland Press Herald.

In January, 2003, I began to upgrade the six vacant units for deferred maintenance and life safety violations (see permit) anticipating the completion of units for spring rent up. In mid-January, another tenant broke her lease because of an illness. At that point, faced with renovating seven units, I seized the opportunity to upgrade the electrical services, gas services, etc. I then gave notice to another tenant-at-will to terminate tenancy on March 3, 2003, as his unit had the worst deferred maintenance and need of major life safety upgrades.

By the middle of March, with the war with Iraq and other economic indicators signaling a continuation of the overall economic malaise, I decided to convert the property to condominiums.

I complied with Section 14-568 of the condominium conversion ordinance by giving tenants notice of the intent to convert and their option to purchase, using the language spelled out in the ordinance. "Tenant is defined in Section 14-567 as any occupant in lawful possession of a rental unit. This obviously does not include former tenants no longer in possession.



Page Two

The ordinance seems clear that notices would not even be required for existing tenants if I did not require them to vacate or if I did not want to trigger their purchase option that runs 60 days from the notice (and locks the sale price for 180 days afterwards). The first sentence of Section 14-568 ties the notice to the date which is "at least one hundred twenty (120) days before the tenant is required by the developer to vacate." In this building most of the former tenants were month-to-month renters that left of their own accord without my requiring that they vacate. In two cases, former tenants left in breach of a longer term lease.

For your information, below please find a list of each tenant, unit number and circumstance on which they vacated.

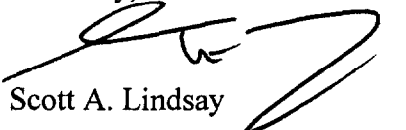
- Apt #1 Elizabeth Sherman, family emergency, left early, 12/15/02, on lease
- Apt #2 John Carpenter, tenancy terminated 3/3/03
- Apt #3 Janice Bodge, illness/financial problems, left early, 1/30/03, on lease
- Apt #4 Maureen Taplin, rental increase not accepted, left 12/22/02
- Apt #5 Mary Sisson, rental increase not accepted, left 12/1/02
- Apt #6 Robert Jordon, rental increase not accepted, left 11/30/02
- Apt #7 David Cook, rental increase not accepted, left 12/31/02
- Apt #8 Dusan Bjelic, lease until 6/30/03
- Apt #9 Jeffrey Keefe, rental increase not accepted, left 11/30/02

I have also attached the following:

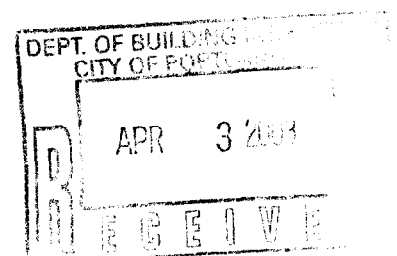
- initial letters to tenants (October 1)
- letters of rental increases
- tenant correspondence
- Portland Press Herald invoices for rental ads
- tenant notice to vacate
- forwarding addresses for the old tenants that we are aware of

Please let me know if there is anything else you need to expedite your review of my application.  
Thank you.

Sincerely,

  
Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422

Fax 207-773-8427

October 1, 2002

Elizabeth Sherman  
12 Lewis Street, Apt. 1  
Portland, Maine 04102

Dear Elizabeth:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$700.00) and rent for the month of October in the amount of \$700.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer

Forwarding Address  
3484 Chase Ave.  
Miami Beach, FL  
33140

**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 1, 2002

Steve Carpenter  
12 Lewis Street, Apt. 2  
Portland, Maine 04102

Dear Steve:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received your rent for the month of October in the amount of \$465.00. You did not have a security deposit with Port City Management.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

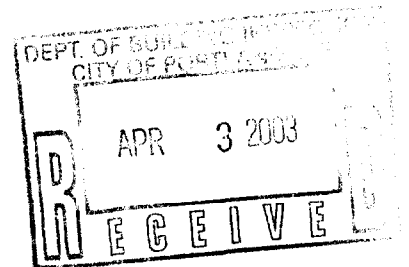
Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 1, 2002

Jamie Bodge  
12 Lewis Street, Apt. 3  
Portland, Maine 04102

Dear Jamie:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$600.00) and rent for the month of October in the amount of \$600.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

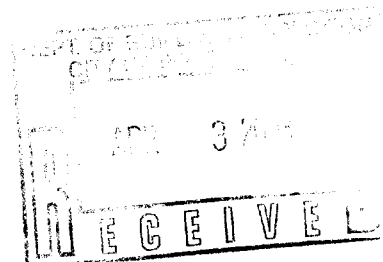
I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer

*Forwarding Address  
100 Indian Rd.  
Dresden, ME 04342*





**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

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Phone 207-773-8422  
Fax 207-773-8427

October 1, 2002

Maureen Taplin  
12 Lewis Street, Apt. 4  
Portland, Maine 04102

Dear Maureen:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$575.00) and rent for the month of October in the amount of \$610.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

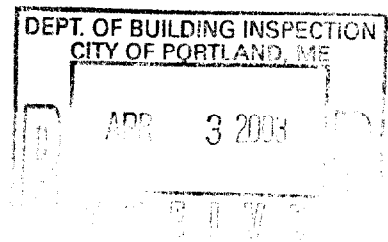
Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 1, 2002

Mary Sisson  
12 Lewis Street, Apt. 5  
Portland, Maine 04102

Dear Mary:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$575.00) and rent for the month of October in the amount of \$610.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

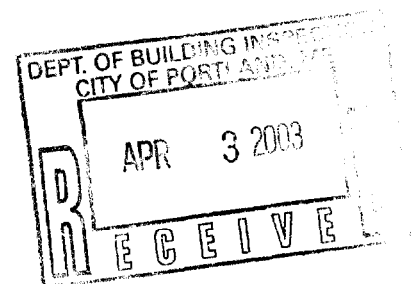
Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 1, 2002

Robert Jordan  
12 Lewis Street, Apt. 6  
Portland, Maine 04102

Dear Robert:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$615.00) and rent for the month of October in the amount of \$615.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

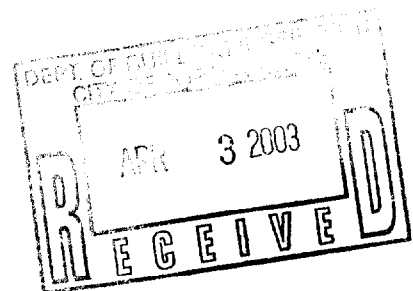
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I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422

Fax 207-773-8427

October 1, 2002

David Cook  
12 Lewis Street, Apt. 7  
Portland, Maine 04102

Dear David:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$330.00) and rent for the month of October in the amount of \$515.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

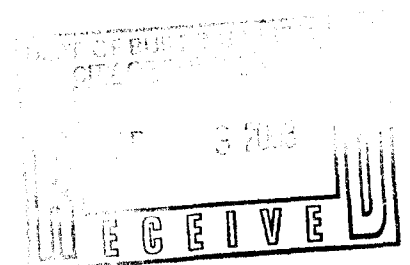
Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422

Fax 207-773-8427

October 1, 2002

Dusan Bjelic  
12 Lewis Street, Apt. 8  
Portland, Maine 04102

Dear Dusan:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$650.00) and rent for the month of October in the amount of \$650.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

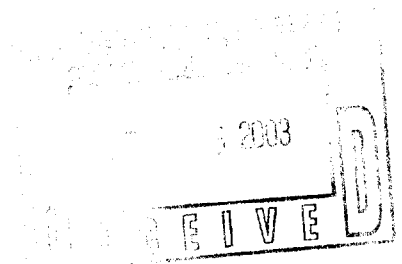
Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422

Fax 207-773-8427

October 1, 2002

Jeffrey Keefe  
12 Lewis Street, Apt. 9  
Portland, Maine 04102

Dear Jeffrey:

Just a quick note to inform you that on Tuesday, October 1, 2002, I purchased the property at 12 Lewis Street from Port City Management. I have received a Security Deposit (\$545.00) and rent for the month of October in the amount of \$475.00.

I have scheduled a walk through of the building and apartments on Thursday, October 3th at 11:00 A.M. If this is not convenient, please call my office. In the future rent checks can be mailed directly to Scott A. Lindsay Rental, P.O. Box 7626, Portland, Maine 04112-7626.

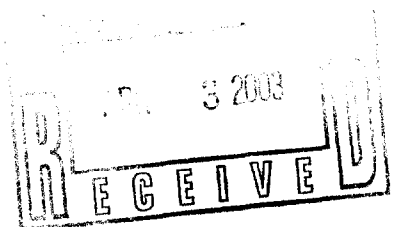
Our office is located at 92 Exchange Street on the 3rd Floor, Front. Jane Richardson or myself are in the office throughout the week. In the event of an emergency only, you can call 780-7533 and someone will return your call promptly.

I look forward to hearing from you.

Sincerely yours,

Scott A. Lindsay

SAL/jer



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422

Fax 207-773-8427

October 31, 2002

John Carpenter  
12 Lewis Street, Apt. #2  
Portland, Maine 04102

Dear John:

I would like to have you remain as a tenant at 12 Lewis Street. I have enclosed 2 copies of a new lease to renew your tenancy at 12 Lewis Street, Apartment #2, Portland, Maine, on a tenant-at-will basis, beginning December 1, 2002. The rent for this apartment will increase to \$590 per month beginning December 1, 2002.

With your acceptance, please sign one of the enclosed leases and return to my office at the above address. If we do not receive a copy of this lease within the next 7 days or if we do not hear from you by November 8, 2002, I will assume you do not plan to stay at 12 Lewis Street. In that event I will begin to schedule showings of your apartment with a 24 hour notice to you of any scheduled showings.

I hope that you will decide to stay. If you have any questions, please contact my office. Thank you.

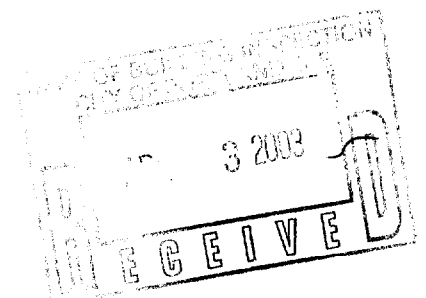
Sincerely yours,

Scott A. Lindsay

SAL/jer

enclosure

*Forwarding Address  
Unknown*



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 31, 2002

Mary Sasson  
12 Lewis Street, Apt. #4  
Portland, Maine 04102

Dear Mary:

I would like to have you remain as a tenant at 12 Lewis Street. I have enclosed 2 copies of a new lease to renew your tenancy at 12 Lewis Street, Apartment #4, Portland, Maine, on a tenant-at-will basis, beginning December 1, 2002. The rent for this apartment will increase to \$750 per month beginning December 1, 2002.

With your acceptance, please sign one of the enclosed leases and return to my office at the above address. If we do not receive a copy of this lease within the next 7 days or if we do not hear from you by November 8, 2002, I will assume you do not plan to stay at 12 Lewis Street. In that event I will begin to schedule showings of your apartment with a 24 hour notice to you of any scheduled showings.

I hope that you will decide to stay. If you have any questions, please contact my office. Thank you.

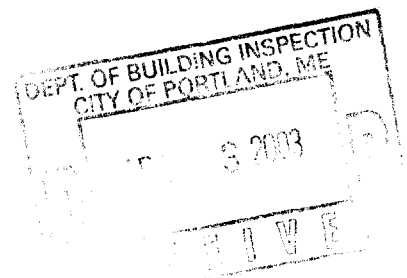
Sincerely yours,

Scott A. Lindsay

SAL/jer

enclosure

*Forwarding Address  
306 Brackett St, #2  
Portland, ME 04102*





**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 31, 2002

Maureen Taplin  
12 Lewis Street, Apt. #5  
Portland, Maine 04102

Dear Maureen:

I would like to have you remain as a tenant at 12 Lewis Street. I have enclosed 2 copies of a new lease to renew your tenancy at 12 Lewis Street, Apartment #5, Portland, Maine, on a tenant-at-will basis, beginning December 1, 2002. The rent for this apartment will increase to \$710 per month beginning December 1, 2002.

With your acceptance, please sign one of the enclosed leases and return to my office at the above address. If we do not receive a copy of this lease within the next 7 days or if we do not hear from you by November 8, 2002, I will assume you do not plan to stay at 12 Lewis Street. In that event I will begin to schedule showings of your apartment with a 24 hour notice to you of any scheduled showings.

I hope that you will decide to stay. If you have any questions, please contact my office. Thank you.

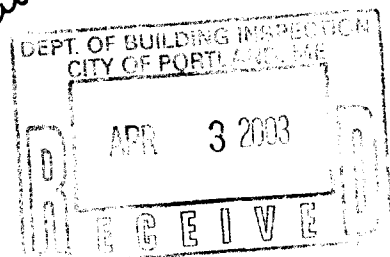
Sincerely yours,

Scott A. Lindsay

SAL/jer

enclosure

*Forwarding Address  
P.O. Box 232  
Yarmouth, ME 04096*



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

---

Phone 207-773-8422  
Fax 207-773-8427

October 31, 2002

Robert Jordan  
12 Lewis Street, Apt. #6  
Portland, Maine 04102

Dear Robert:

I would like to have you remain as a tenant at 12 Lewis Street. I have enclosed 2 copies of a new lease to renew your tenancy at 12 Lewis Street, Apartment #6, Portland, Maine, on a tenant-at-will basis, beginning December 1, 2002. The rent for this apartment will increase to \$700 per month beginning December 1, 2002.

With your acceptance, please sign one of the enclosed leases and return to my office at the above address. If we do not receive a copy of this lease within the next 7 days or if we do not hear from you by November 8, 2002, I will assume you do not plan to stay at 12 Lewis Street. In that event I will begin to schedule showings of your apartment with a 24 hour notice to you of any scheduled showings.

I hope that you will decide to stay. If you have any questions, please contact my office. Thank you.

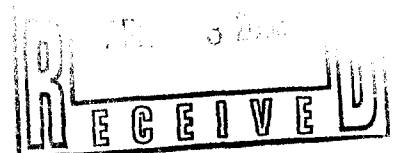
Sincerely yours,

Scott A. Lindsay

SAL/jer

enclosure

*Forwarding Address  
83 Church St.  
Merrimack, MA  
01860*



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 31, 2002

David Cook  
12 Lewis Street, Apt. #7  
Portland, Maine 04102

Dear David:

I would like to have you remain as a tenant at 12 Lewis Street. I have enclosed 2 copies of a new lease to renew your tenancy at 12 Lewis Street, Apartment #7, Portland, Maine, on a tenant-at-will basis, beginning December 1, 2002. The rent for this apartment will increase to \$700 per month beginning December 1, 2002.

With your acceptance, please sign one of the enclosed leases and return to my office at the above address. If we do not receive a copy of this lease within the next 7 days or if we do not hear from you by November 8, 2002, I will assume you do not plan to stay at 12 Lewis Street. In that event I will begin to schedule showings of your apartment with a 24 hour notice to you of any scheduled showings.

I hope that you will decide to stay. If you have any questions, please contact my office. Thank you.

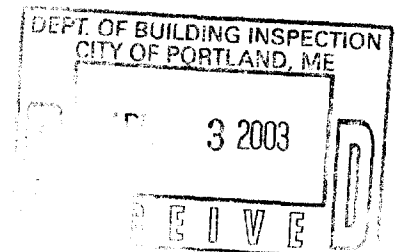
Sincerely yours,

Scott A. Lindsay

SAL/jer

enclosure

*Address Unknown*



**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

October 31, 2002

Jeffrey Keefe  
12 Lewis Street, Apt. #9  
Portland, Maine 04102

Dear Jeffrey:

I would like to have you remain as a tenant at 12 Lewis Street. I have enclosed 2 copies of a new lease to renew your tenancy at 12 Lewis Street, Apartment #9, Portland, Maine, on a tenant-at-will basis, beginning December 1, 2002. The rent for this apartment will increase to \$700 per month beginning December 1, 2002.

With your acceptance, please sign one of the enclosed leases and return to my office at the above address. If we do not receive a copy of this lease within the next 7 days or if we do not hear from you by November 8, 2002, I will assume you do not plan to stay at 12 Lewis Street. In that event I will begin to schedule showings of your apartment with a 24 hour notice to you of any scheduled showings.

I hope that you will decide to stay. If you have any questions, please contact my office. Thank you.

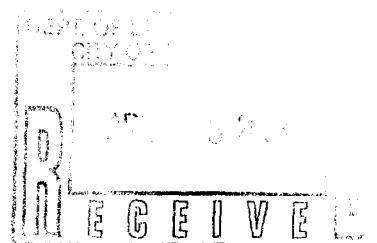
Sincerely yours,

Scott A. Lindsay

SAL/jer

enclosure

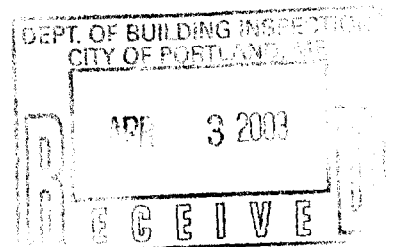
*Forwarding Address  
13 Concord St, #2  
Portland, ME 04103*



Scott Lindsay -

There are some  
unfortunate circumstances  
that have happened in  
my family which has  
resulted in me having  
to move back home.  
I would like to ~~schedule~~  
a meeting to talk  
about my lease. Me  
moving would not happen  
till the middle of Dec.  
Please call me when a  
good time to meet is.

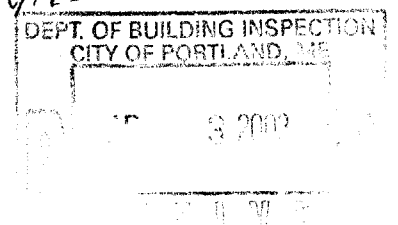
Thanks,  
Elizabeth Sherman  
12 Lewis St. Ap. 1



Please Find enclosed, CHECK # 4715 FOR  
515.00 FOR NOVEMBER RENT. THIS REPLACES  
ORIGINAL CHECK # 4703, DATED OCT 27. IF  
MY ORIGINAL CHECK DOES SHOW UP, DO NOT ATTEMPT  
TO CASH IT, AS I HAVE PLACED A STOP  
PAYMENT ON IT.

Also enclosed is CHECK # 4716 FOR 700.00  
FOR DECEMBER RENT. AS I EXPLAINED VERBALLY,  
THIS WILL BE MY LAST MONTH IN RESIDENCE AT  
12 LEWIS ST APT #7 I WILL VACATE PRIOR  
TO MIDNIGHT DEC 31, AND ARRANGE TO HAVE  
KEYS RETURNED TO YOUR OFFICE

DAVID COOK



December 4,02

Scott,

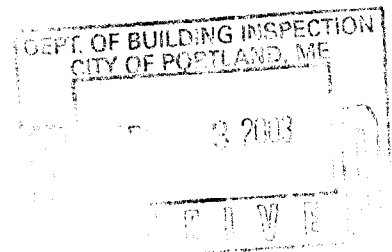
Received your message. Just to clarify and to re-instate what our verbal agreement was last we spoke.... My apartment will be vacant and able to be leased, Dec.18,02. I will be out no later than 6 PM. on that day.

As we discussed on November 19, my December month's rent will be pro-rated at the rate of \$610.00 per mo. I would like you to put something in writing, documenting assurance that I will receive my security deposit back of \$575.00 with the understanding that the apartment will be left reasonably clean, all personal belongings removed - no damage to the dwelling and with reasonable wear and tear to the place. Having said this, with your written agreement guaranteeing me of my security deposit, I then shall cut you a check for my last month's rent pro-rated--- amounting, \$354.00 total. I look forward to hearing from you.

Thank you.

Maureen E. Taplin

*Maureen E. Taplin*



Jan.6,03

Dear Scott,

I haven't heard from you so it dawned on me that I must not have given you my forwarding address. Please forward my security deposit of \$575.00 and I will see to it that I make a check out in your name of last month's rent, pro-rated as we previously discussed for \$365.00.

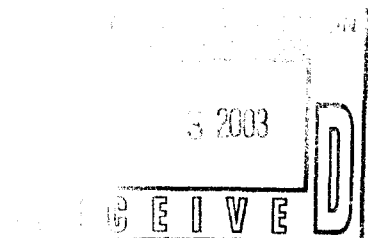
Maureen Taplin  
P.O.Box 232  
Yarmouth, Me.04096

If you should need to reach me to speak with me, I can be reached @  
#207-838-5730.

Thank you.

*Maureen Taplin*  
Maureen Taplin

P.S. Scott - If you would feel more comfortable in paying the difference, \$210.00, obviously that works as well! Thanks.



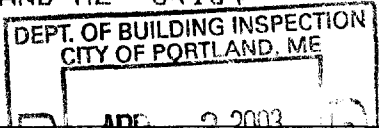


# Maine Sunday Telegram

390 Congress Street, Portland, Maine 04101  
 PH (207) 791-6650 • FAX (207) 791-6913  
 ME (800) 442-6036

ADVERTISING INVOICE AND STATEMENT

12/01/02 12/31/02		LINDSAY, SCOTT	
23	TOTAL AMOUNT DUE	* UNAPPLIED AMOUNT	3
	\$232.65	.00	TERMS OF PAYMENT
			DUE UPON RECEIPT

PAGE #	BILLING DATE	BILLED ACCOUNT NAME AND ADDRESS	REMITTANCE ADDRESS
3	12/31/02	LINDSAY, SCOTT P O BOX 7626 PORTLAND ME 04112-7626	PRESS HERALD/TELEGRAM P.O. BOX 11349 PORTLAND ME 04104
BILLED ACCOUNT NUMBER			
7738422LIN			
ADVERTISER/CLIENT NUMBER			
7738422LIN			

**PAYMENT METHOD**

CHECK ENCLOSED     CREDIT/DEBIT CARD  
 (Please complete payment information)

CARDHOLDER NAME: \_\_\_\_\_  
 SIGNATURE: X \_\_\_\_\_  
 CARD TYPE:  VISA     M/C     DISCOVER     AMEX     MO     YR  
 CARD NUMBER: \_\_\_\_\_ EXP: \_\_\_\_\_

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

0	DATE	11	NEWSPAPER REFERENCE	12	13	14	DESCRIPTION-OTHER COMMENTS/CHARGES	15	16	17	18	19	20	21
								SAU SIZE	BILLED UNITS	TIMES RUN	RATE	GROSS AMOUNT	NET AMOUNT	
	12/08		S0001138231 680				92 EXCHANGE ST., SMA CREL 11/30/02	1X	3.0	3		21.15		
	12/08		S0001138235 618				LEWIS ST. #12 - LG. CREL 11/30/02	1X	3.0	3		21.15		
	12/15		S0001145515 680				92 EXCHANGE ST., SMA CREL 12/07/02	1X	3.0	3		21.15		
	12/15		S0001145517 618				LEWIS ST. #12 - LG. CREL 12/07/02	1X	3.0	3		21.15		
	12/22		S0001151923 680				92 EXCHANGE ST., SMA CREL 12/14/02	1X	3.0	3		21.15		
	12/22		S0001151925 618				LEWIS ST. #12 - LG. CREL 12/14/02	1X	3.0	3		21.15		
	12/29		S0001156411 680				92 EXCHANGE ST., SMA CREL 12/21/02	1X	3.0	3		21.15		
	12/29		S0001156412 618				LEWIS ST. #12 - LG. CREL 12/21/02	1X	3.0	3		21.15		
	12/29		S0001157915 680				92 EXCHANGE ST. - 0 CREL 12/28/02	1X	3.0	3		21.15		
							PAYMENT THANK YOU INVOICE AMOUNT DUE					28.20-	\$0.00	
	12/01		S0001134021 680				92 EXCHANGE ST., SMA CREL 11/23/02	1X	3.0	3		21.15		
	12/01		S0001134022 618				LEWIS ST. #12 - LG. CREL 11/23/02	1X	3.0	3		21.15		
							CONTINUED NEXT PAGE							
	01/16		0123840160				92 EXCHANGE ST. - 0 CREL 12/28/02	1X	3.0	3		21.15		
	01/05		S0001157916 618				LEWIS ST. #12 - LG. CREL 12/28/02	1X	3.0	3		21.15	\$0.00	
	01/05		T1163655 680				92 EXCHANGE ST. - 0 CREL 01/04/03	1X	3.0	2		19.44		
							CONTINUED NEXT PAGE							

**Scott A. Lindsay Rental**

92 Exchange Street  
P. O. Box 7626  
Portland, Maine 04112-7626

---

Phone 207-773-8422  
Fax 207-773-8427

January 31, 2003

John Carpenter  
12 Lewis Street, Apt. #2  
Portland, Maine 04102

Dear John:

I am sorry to inform you of your tenancy termination. My concerns regarding life safety code violations, as well as major deferred maintenance, especially in your unit, will require your tenancy to terminate so the building renovations can continue in a safe and timely manner.

I apologize for any inconvenience this will cause you. I will gladly provide you with a positive reference and assist you as best I can in facilitating your securing another apartment.

Best regards,

Scott A. Lindsay  
Owner

SAL/jer

enclosure

## NOTICE OF TERMINATION OF TENANCY

TO: John Carpenter

of Portland, county of Cumberland and State of Maine.

Pursuant to 14 M.R.S.A. 6001 et seq., I hereby notify you that at the expiration of thirty (30) days from the thirty-first day of the month of January, 2003, your tenancy of the following described premises, now occupied by you, is and shall be terminated, to wit:

12 Lewis Street, Apt. #2, Portland, Maine 04102

---

and this notice is given to you for the purpose of terminating your tenancy therein.

So that there is no misunderstanding, March 3, 2003 is the last day you will be allowed to occupy the above-described premises.

Dated at Portland, Maine this 31th day of the month of January, 2003.

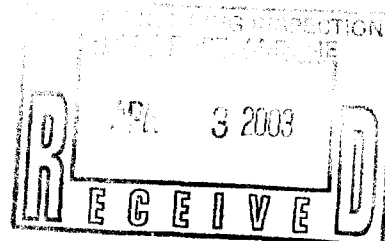
---

Scott A. Lindsay, Owner

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I hereby certify, that on the 31th day of January, 2003, I gave in hand/by mail/by certified mail to John Carpenter above named original notice of which the above is a true copy.

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03-0254

# 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.

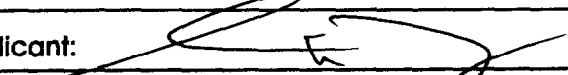
Location/Address of Construction: <u>12 Lewis Street</u>		
Total Square Footage of Proposed Structure <u>existing</u>	Square Footage of Lot = <u>7286</u>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>056      A010001</u>	Owner: <u>Scott A. Lindsay</u>	Telephone: <u>207-773-8422</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>92 Exchange Street P.O. Box 7626 Portland, ME 04112 207-773-8422</u>	Cost Of <u>done on</u> Work: \$ <u>price permit</u> Fee: \$ <u>30.00</u> <u>1</u> units @ \$25.00 per unit \$ <u>225.00</u>
Current use: <u>Residential Apt. Building</u> number of units: <u>9</u>	<u>COYO 675.00</u>	
Purposed use <u>Condominium</u> number of units: <u>9</u>	<u>\$930.00</u>	
Project description: <u>Change of use to condominium from residential dwellings.</u>		
Contractor's name, address & telephone: <u>Scott A. Lindsay &amp; Assoc. Inc, 92 Exchange St Portland, ME 04112</u>		
Who should we contact when the permit is ready: <u>Scott A. Lindsay</u>		<u>773-8422</u>
Mailing address: <u>92 Exchange Street P.O. Box 7626 Portland, ME 04112</u>		

DEPT. OF BUILDING PERMITS  
CITY OF PORTLAND

RECEIVED  
MAY 27 2003

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 authorized 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: 	Date: <u>3-27-03</u>
---	----------------------

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



CITY OF PORTLAND

Condominium Conversion Tenant Forms

BUILDING ADDRESS: 12 Lewis Street

NUMBER OF UNITS: 9

TENANT NAME: Dusan Bjelic

TENANT'S UNIT #: 8

TENANT'S TEL. #: 207-775-5126

TENANT'S PRESENT ANNUAL INCOME: Unknown - Professor USM

NUMBER OF YEARS TENANT HAS CONSECUTIVE LIVED IN BLDG: 10 mos.

ATTACH COPY OF TENANT NOTICE

OWNER'S NAME/ADDRESS/TEL. #: Scott A. Lindsay  
92 Exchange St., P.O. Box 7626, Portland, ME 04112-7626

DEVELOPER'S INFO IF DIFFERENT THAN OWNER: \_\_\_\_\_

TYPE OF ALTERATIONS EXPECTED FOR THE CONVERSION - PLEASE DETAIL

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONDOMINIUM CONVERSION PERMIT  
CITY OF PORTLAND, MAINE  
PART I

To the Chief of Building and Inspection Services, Portland, Maine, the undersigned hereby applies for a Condominium Conversion Permit.

Location of Project: \_\_\_\_\_ Assessor's chart: 056  
Block: A010001  
Lot: \_\_\_\_\_

Name of Owner: Scott A. Lindsay  
Address: 92 Exchange St., P.O. Box 2626, Portland ME 04112  
Telephone No.: 207-273-8422

Name of Project: 12 Lewis Street Condominium

No of Units to be Converted: 9  
No. of Units applying for: 9  
No. of Units in structure 9

Date on which Declaration of Condominiums was filed in Cumberland County Registry of Deeds TBD

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

ZONING: \_\_\_\_\_ Date: \_\_\_\_\_

	No. of units approved (circle)										Date:
	1	2	3	4	5	6	7	8	9	10	_____
Fire Dept:	1	2	3	4	5	6	7	8	9	10	_____
others	1	2	3	4	5	6	7	8	9	10	_____
Plumbing:	1	2	3	4	5	6	7	8	9	10	_____
others	1	2	3	4	5	6	7	8	9	10	_____
Elec:	1	2	3	4	5	6	7	8	9	10	_____
others	1	2	3	4	5	6	7	8	9	10	_____
Bldg. & Housing:	1	2	3	4	5	6	7	8	9	10	_____

Comments: \_\_\_\_\_

CONDOMINIUM CONVERSION APPLICATION  
PART II

CODE COMPLIANCE:

1. Please attach copy of Notice of Intent to this application.
2. Attach also a list of names of tenants or occupants to whom letters were sent.
3. Please include addresses of those receiving notices of intent and dates such notice was received. (Please give apt. number wherever possible)
4. Have notices of intent been given to tenants in accordance with Chapter 608.4 of the Municipal Code entitled "Condominium Conversion Ordinance"?  
 yes       no
5. Have relocation payments been made to eligible tenants in accordance with Chapter 608.5 of the Municipal Code?    yes       no
6. Have relocation referrals and assistance been provided to tenants on demand?  
yes       no

Condominium Conversion Permit Application, continued

PART III

PROJECT DATA

1. Assessor's reference, Chart, Block; Lot: 056 A 010001
2. Number of units before conversion:
  - 9 units with 1 bedroom;
  - 0 units with 2 bedrooms;
  - 0 units with 3 or more bedrooms;
3. Monthly rent (range)  
(specify with or without util.)  
\$ 500-700 w/H, Hw, Gas
4. Number of units after conversion:
  - 9 units with 1 bedroom;
  - 0 units with 2 bedrooms;
  - 0 units with 3 or more bedrooms;
5. Purchase Price (range)  
\$150,000 - \$170,000
6. Length of time building owned by applicant? \_\_\_\_\_
7. Are any building improvements, renovations, or modifications being made associated with this conversion that require a Building, Plumbing, Electrical, or Heating Permit Already Secured on Prior Plans.  
Yes \_\_\_ No \_\_\_ (Please circle applicable permit type.)
8. Type and cost of building improvements associated with this conversion that do not require permits: Already Secured on Prior Plans.
  - \$ \_\_\_\_\_ exterior walls, windows, doors, roof
  - \$ \_\_\_\_\_ insulation
  - \$ \_\_\_\_\_ interior cosmetic (wall/floor/refinishing, etc.)
  - \$ \_\_\_\_\_ other (specify) \_\_\_\_\_
  - \_\_\_\_\_ none



9. For each converted rental unit supply the following information on last tenants prior to conversion:

Unit Number:	1	2	3	4	5	6	7	8	9	10
a) Length of occupancy-	-	-	-	-	-	-	-	10 Mo.	-	-
b) Age of head of household-	-	-	-	-	-	-	-	50	-	-
c) Number of children-	-	-	-	-	-	-	-	None	-	-
d) Number of persons ages 60 or over-	-	-	-	-	-	-	-	None	-	-
e) Will tenant purchase unit?	-	-	-	-	-	-	-	Unknown	-	-
f) If not, was (or will) relocation payment (be) made?	-	-	-	-	-	-	-	Unknown	-	-
g) If moving, check destination below:										
i) Same Neighborhood-										
ii) Elsewhere in Portland-										
iii) Out of Portland-										
iv) Unknown-										

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

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

<b>PERMIT ISSUED</b>	
Permit No: 030025	Issue Date: JAN 28 2003
CBL: 056 A010001	

<b>Location of Construction:</b> 12 Lewis St	<b>Owner Name:</b> Lindsay Scott A	<b>Owner Address:</b> Po Box 7626	<b>Phone:</b> 773-8422
<b>Business Name:</b>	<b>Contractor Name:</b> Applicant	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Alterations - Multi Family	<b>Zone:</b> Rf

<b>Past Use:</b> Multi Family/ 9 Units	<b>Proposed Use:</b> Multi Family/ 9 Units	<b>Permit Fee:</b> \$338.00	<b>Cost of Work:</b> \$45,000.00	<b>CEO District:</b> 3
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<b>Proposed Project Description:</b> Alterations to Units to Improve Fire Code Regulations/Upgrade to Electrical/Renovations to Kitchen/Baths	<b>FIRE DEPT:</b> <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<b>INSPECTION:</b> Use Group: R2 Type: 50
	Signature: <i>[Signature]</i> Signature: <i>[Signature]</i> PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.) Action: <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Signature: _____ Date: _____	

*Legal Use: 9 Dwelling units - no change in use Allowed*

<b>Permit Taken By:</b> gg	<b>Date Applied For:</b> 01/15/2003	<b>Zoning Approval</b>
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1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules. 2. Building permits do not include plumbing, septic or electrical work. 3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..	<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/> Date: <i>1/21/03</i>	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date: _____	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date: <i>Requires A</i> <i>Separate Review</i>
	OK with conditions		

**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: 03-0025	Date Applied For: 01/15/2003	CBL: 056 A010001
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Location of Construction: 12 Lewis St	Owner Name: Lindsay Scott A	Owner Address: Po Box 7626	Phone: ( ) 773-8422
Business Name:	Contractor Name: Applicant	Contractor Address: Portland	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Alterations - Multi Family	

Proposed Use: Multi Family/ 9 Units	Proposed Project Description: Alterations to Units to Improve Fire Code Regulations/Upgrade to Electrical/Renovations to Kitchen/Baths
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Dept: Zoning      Status: Approved with Conditions      Reviewer: Marge Schmuckal      Approval Date: 01/21/2003  
 Note: 12 Lewis St      Ok to Issue:

- 1) ANY exterior work requires a separate review and approval thru Historic Preservation
- 2) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 3) This property shall remain a nine (9) family dwelling. Any change of use shall require a separate permit application for review and approval.
- 4) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

Dept: Building      Status: Pending      Reviewer:      Approval Date:  
 Note:      Ok to Issue:

Dept: Fire      Status: Approved with Conditions      Reviewer: Lt. McDougall      Approval Date: 01/21/2003  
 Note:      Ok to Issue:

- 1) fire rated doors shall be self-closing

**Comments:**

01/23/2003-mjn: Need more specific info. Left Message.

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

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

<b>Permit No:</b> 03-0254	<b>Date Applied For:</b> 03/27/2003	<b>CBL:</b> 056 A010001
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<b>Location of Construction:</b> 12 Lewis St	<b>Owner Name:</b> Lindsay Scott A	<b>Owner Address:</b> Po Box 7626	<b>Phone:</b> ( ) 773-8422
<b>Business Name:</b>	<b>Contractor Name:</b> Applicant	<b>Contractor Address:</b> Portland	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Change of Use - Condo Conversion	

<b>Proposed Use:</b> 9 Condominiums	<b>Proposed Project Description:</b> Change of Use to 9 Condominiums
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**Dept:** Zoning      **Status:** Approved with Conditions      **Reviewer:** Marge Schmuckal      **Approval Date:** 04/22/2003

**Note:** 3/31/03 See letter. For the application, only one of nine tenant forms was attached. All tenant forms should be attached. If the building is vacant, we need to know when the units were vacated. **Ok to Issue:**

4/3/03 received a cover letter and more info about the previous tenants

- 1) 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.
- 2) ANY exterior work requires a separate review and approval thru Historic Preservation
- 3) This is NOT an approval for an additional dwelling unit. You SHALL NOT add any additional kitchen equipment including, but not limited to items such as stoves, microwaves, refrigerators, or kitchen sinks, etc. Without special approvals.
- 4) This property shall remain a nine (9) family dwelling. Any change of use shall require a separate permit application for review and approval.
- 5) This permit is being approved on the basis of plans submitted. Any deviations shall require a separate approval before starting that work.

**Dept:** Building      **Status:** Approved with Conditions      **Reviewer:** Mike Nugent      **Approval Date:** 04/24/2003

**Note:** **Ok to Issue:**

- 1) This permit authorizes no construction or alterations, simply a change in the form of ownership in an existing building.

**Dept:** Fire      **Status:** Approved      **Reviewer:** Lt. McDougall      **Approval Date:** 04/14/2003

**Note:** **Ok to Issue:**