

September 8, 2014

Building Inspections  
Portland City Hall  
Room 315  
289 Congress Street  
Portland, Maine 04101

Re: Condo Conversion Permit Application - 223 Western Promenade,  
Portland

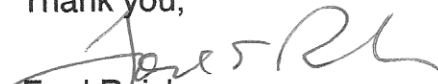
Enclosed please find the following relative to the above Application:

- Electronic Signature and Fee Payment Confirmation;
- Condominium Conversion Application Form;
- Project Data Form;
- Building Permit Application form, on which we have noted that the permit was previously issued;
- Copy of Building Permit as issued on 9/19/2013.

We will send in the \$450 fee amount by US Mail as soon as you indicate to do so.

Please note: this property is vacant. There have been no occupants or tenants in the past several years. In written correspondence with Greg Mitchell and Marge Schmuckel, I have confirmed that we should go through this Conversion process per City regulations even though there are no tenants to notify. Marge also advised us to put a provision in future leases, if we decide to lease these condos, so that tenants will understand that the conversion has already occurred; so that we will not have any future notice obligations to tenants under the Portland Condo Conversion ordinance.

Thank you,

  
Ford Reiche  
for 223 Western Promenade, LLC

c/o Ford Reiche  
100 Middle Road  
Cumberland, Maine 04021  
207-740-6099