

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK CITY OF PORTLAND

BUILDING INSPECTION

Please Read Application And Notes, If Any, Attached

Permit Number: 08098B

PERMIT ISSUED

SEP 3 2008

CITY OF PORTLAND

This is to certify that FIVE STAR PROPERTIES
 has permission to Change of use from 7 Unit residential to 4 units condominium
 AT 550 STEVENS AVE 135 D001001

provided that the person or persons performing or accepting this permit shall comply with all of the provisions of the Statutes of the State and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

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

Notification of inspection must be given and when permission proceeds before this building or part thereof is occupied or services closed-in. 4 HOUR NOTICE REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

OTHER REQUIRED APPROVALS

Fire Dept. Craig Cross
 Health Dept. _____
 Appeal Board _____
 Other _____
 Department Name

[Signature] 9/3/08
 Director - Building & Inspection Services

PENALTY FOR REMOVING THIS CARD

City of Portland, Maine - Building or Use Permit Application

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

Permit No: 08-0983	Issue Date:	CBL: 135 D001001
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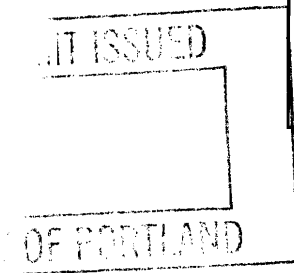
Location of Construction: 550 STEVENS AVE	Owner Name: FIVE STAR PROPERTIES INC	Owner Address: 9 JEWELL ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	Zone: R-5

Past Use: 7 unit residential <i>legal use - 7 dwelling units (DF-0462)</i>	Proposed Use: 7 unit condominium - Change of use from 7 Unit residential to 7 unit condominium	Permit Fee: \$1,575.00	Cost of Work: \$1,575.00	CEO District: 5
		FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <i>See conditions</i>	INSPECTION: Use Group: R-2 Type: SB <i>IBC 2003</i>	

Proposed Project Description: Change of use from 7 Unit residential to 7 unit condominium	Signature: <i>Greg Cross</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:

Permit Taken By: Idobson	Date Applied For: 08/08/2008	Zoning Approval
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<p>1. This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.</p> <p>2. Building permits do not include plumbing, septic or electrical work.</p> <p>3. Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..</p>	<p>Special Zone or Reviews</p> <p><input type="checkbox"/> Shoreland</p> <p><input type="checkbox"/> Wetland</p> <p><input type="checkbox"/> Flood Zone</p> <p><input type="checkbox"/> Subdivision</p> <p><input type="checkbox"/> Site Plan</p> <p>Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/></p> <p><i>OK w/cond. hist.</i> Date: 8/13/08 <i>ABM</i></p>	<p>Zoning Appeal</p> <p><input type="checkbox"/> Variance</p> <p><input type="checkbox"/> Miscellaneous</p> <p><input type="checkbox"/> Conditional Use</p> <p><input type="checkbox"/> Interpretation</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Denied</p> <p>Date:</p>	<p>Historic Preservation</p> <p><input checked="" type="checkbox"/> Not in District or Landmark</p> <p><input type="checkbox"/> Does Not Require Review</p> <p><input type="checkbox"/> Requires Review</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Approved w/Conditions</p> <p><input type="checkbox"/> Denied <i>ABM</i></p> <p>Date:</p>
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CERTIFICATION

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

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

City of Portland, Maine - Building or Use Permit

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

Permit No: 08-0983	Date Applied For: 08/08/2008	CBL: 135 D001001
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Location of Construction: 550 STEVENS AVE	Owner Name: FIVE STAR PROPERTIES INC	Owner Address: 9 JEWELL ST	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	

Proposed Use: 7 unit condominium - Change of use from 7 Unit residential to 7 unit condominium	Proposed Project Description: Change of use from 7 Unit residential to 7 unit condominium
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Dept: Zoning	Status: Approved with Conditions	Reviewer: Ann Machado	Approval Date: 08/18/2008
Note:			Ok to Issue: <input checked="" type="checkbox"/>
<p>1) PLEASE NOTE: Under the City's Condominium Conversion regulations, if a tenant makes a decision not to purchase their unit and also decides not to remain in the building after their notification, that tenant has the right to move without penalty. If that protected tenant is under the 80% low/moderated income limit guidelines, there is still a requirement on the owner/developer to pay that tenant relocation payments as stated in the ordinance prior to vacating the unit. That tenant has not lost any rights under this ordinance by making a choice to move and vacate their unit after notification.</p> <p>2) 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.</p> <p>3) With the issuance of this permit and the certificates of occupancy, this property shall be seven residential condominiums. Any change of use shall require a separate permit application for review and approval.</p>			
Dept: Building	Status: Approved with Conditions	Reviewer: Tammy Munson	Approval Date: 09/03/2008
Note:			Ok to Issue: <input checked="" type="checkbox"/>
<p>1) This is a Change of Use ONLY permit. It does NOT authorize any construction activities.</p>			
Dept: Fire	Status: Approved with Conditions	Reviewer: Capt Greg Cass	Approval Date: 08/19/2008
Note:			Ok to Issue: <input checked="" type="checkbox"/>
<p>1) All outstanding Life Safety Code violations shall be corrected prior to a C/O being issued.</p> <p>2) The entire structure shall comply with NFPA 101 "Existing Apartments" Compliance shall be insured prior to the issuance of a Certificate of Occupancy.</p>			

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>550-558 Stevens Ave.</u>		
Total Square Footage of Proposed Structure <u>6,000</u>	Square Footage of Lot <u>18,900</u>	
Tax Assessor's Chart, Block & Lot Chart# <u>135</u> Block# <u>D</u> Lot# <u>1</u>	Owner: <u>Sheldon Ashby</u> <u>Five Star Properties, Inc.</u>	Telephone: <u>207-797-0000</u>
Lessee/Buyer's Name (If Applicable)	Applicant name, address & telephone: <u>Sheldon Ashby</u> <u>612 Stevens Ave</u> <u>Portland, ME. 04103</u>	Cost Of Work: \$ _____ Fee: \$ _____ C of O Fee \$ _____ Total Fees: \$ _____
Current use: <u>7 Unit Apartment Building.</u>		
If the location is currently vacant, what was prior use: _____		<u>\$1,050 condo</u> <u>325 cono.</u>
Approximately how long has it been vacant: _____		
Proposed use: <u>condominium conversion.</u>		<u>\$1,575</u>
Project description: _____		
Contractor's name, address & telephone: <u>Sheldon Ashby, 612 Stevens Ave</u> <u>2nd Floor, Portland, ME. 04103.</u>		
Who should we contact when the permit is ready: _____		
Mailing address: <u>Same</u>		
We will contact you by phone when the permit is ready. You must come in and pick up the permit and review the requirements before starting any work, with a Plan Reviewer. A stop work order will be issued and a \$100.00 fee if any work starts before the permit is picked up. PHONE: <u>207-797-0000</u>		

IF THE REQUIRED INFORMATION IS NOT INCLUDED IN THE SUBMISSIONS THE PERMIT WILL BE AUTOMATICALLY DENIED AT THE DISCRETION OF THE BUILDING/PLANNING DEPARTMENT, WE MAY REQUIRE ADDITIONAL INFORMATION IN ORDER TO APPROVE THIS PERMIT.

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

Signature of applicant: <u>Sheldon Ashby</u>	Date: <u>4/16/08</u>
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This is NOT a permit, you may not commence ANY work until the permit is issued. If you are in a Historic District you may be subject to additional permitting and fees with the

Submit with Condominium Conversion Permit Application

Project Data:

Address: 550 -558 STEVENS AVE, PORTLAND.

C-B-L: _____

Number of Units in Building: 7

Tenant Name	Tenant Tel#	Occup. Length	Date of Notice	Eligible for \$?
Unit 1 <i>Bianca Barber Ashly Taylor</i>	<i>603-721-8274</i>	<i>2 MONTHS</i>	<i>8/8/08</i>	
Unit 2 <i>Bonny Dutremble</i>	<i>842-9038</i>	<i>2 YEARS</i>	<i>8/8/08</i>	
Unit 3 <i>Katie Cataldo</i>	<i>NO PHONE</i>	<i>1 YEAR. MOVED in March 2008</i>		<i>VACANT.</i>
Unit 4 <i>Mary Curren</i>	<i>774-9198</i>	<i>4+ YEARS.</i>	<i>8/8/08</i>	
Unit 5 <i>Michelle Lareau Brian Lepic</i>	<i>802-233 4740</i>	<i>1 YEAR. MOVED April 30th, 2008</i>		<i>VACANT</i>
Unit 6 <i>Gil Plaster</i>	<i>689-6404</i>	<i>8 DAYS</i>	<i>8/8/08</i>	
Unit 7 <i>Bob Chance</i>	<i>774-3009</i>	<i>2 1/2 YEARS</i>	<i>8/8/08</i>	
Unit 8				

If more units, submit same information on all units

Length of time building owned by applicant 4+ years.

Are any building improvements, renovations, or modifications being made associated with this conversion that requires a building, plumbing, electrical, or heating permit?

YES _____ NO _____ (check one)

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

\$ 0 Exterior walls, windows, doors, roof

\$ 0 Insulation

\$ 0 Interior cosmetics (walls/floors/hallways/refinishing, etc.)

\$ _____ Other (specify)

**Bianca Garber
Ashly Taylor
550-554 Stevens Ave
Portland, Me. 04103**

August, 7th, 2008

Tenant
Unit # 1 ____
550-554 Stevens Ave
Portland, ME 04103

Re: Notice of intent to convert _550-554 Stevens Ave, Portland to condominiums

Dear Ashly & Bianca:

We are sending this letter to you to inform you that we intend to convert the building at 550-554 Stevens Ave, Portland, Maine into 7 condominium units. We are required to give you a minimum 120 days notice of our intent to convert to condominiums. You will not be asked to leave the premises for at least 120 days. This notice is **not** a notice to quit the unit. If it comes to that, a separate 30 day notice to quit will be provided to you. We are not asking you to move, just notify you that we are converting this apartment building into condominium units.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside. We intend to sell this unit for \$ 150,000, please let us know if you are interested in purchasing at this price and we will proceed with the negotiation of a purchase and sale agreement. If you decline to purchase the unit and we are unable to sell it in the next 180 days, if we reduce the price, we will provide you with that information and you will have another opportunity to purchase the unit at the reduced price.

As the Developer of this project, we are required by City of Portland ordinance to give you the following notice:

If you do not buy your apartment, the developer of this project is required by law to assist you in finding another place to live and in determining your eligibility for relocation payments. If you have questions about your rights under the law or complaints about the way you have been treated by the developer, you may contact the Building Inspection Division, Department of Planning and Urban Development, City of Portland, 389 Congress Street, Portland, ME 04101 (telephone: 874-8703).

We are required to assist you with relocation payments unless your gross income exceeds 80% of the

Tenant

August 7, 2008

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median income of the Portland SMSA, adjusted for family size, as determined by the US Department of Housing and Urban Development. If you would like us to investigate whether you qualify for this assistance, or if you would like us to provide assistance to you in the form of referrals to other reasonable accommodations, please let us know.

This notice shall be hand delivered or mailed by certified mail, return receipt requested, postage prepaid and shall be effective upon delivery.

The above notice is required by law and the City of Portland. Again, I'm not asking you to move, just letting you know that I'm converting the building into condominiums and giving you first chance to buy your unit. Please let me know if you're interested in potentially purchasing your unit. Thank you.

Sincerely,

Sheldon Ashby, President
Five Star Properties, Inc

**Bonny Dutremble
550-554 Stevens Ave
Portland, Me. 04103**

August, 7th, 2008

Tenant
Unit # 2____
550-554 Stevens Ave
Portland, ME 04103

Re: Notice of intent to convert _550-554 Stevens Ave, Portland to condominiums

Dear Bonny:

We are sending this letter to you to inform you that we intend to convert the building at 550-554 Stevens Ave, Portland, Maine into _7____ condominium units. We are required to give you a minimum 120 days notice of our intent to convert to condominiums. You will not be asked to leave the premises for at least 120 days. This notice is **not** a notice to quit the unit. If it comes to that, a separate 30 day notice to quit will be provided to you. We are not asking you to move, just notify you that we are converting this apartment building into condominium units.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside. We intend to sell this unit for \$_160,000_____, please let us know if you are interested in purchasing at this price and we will proceed with the negotiation of a purchase and sale agreement. If you decline to purchase the unit and we are unable to sell it in the next 180 days, if we reduce the price, we will provide you with that information and you will have another opportunity to purchase the unit at the reduced price.

As the Developer of this project, we are required by City of Portland ordinance to give you the following notice:

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We are required to assist you with relocation payments unless your gross income exceeds 80% of the median income of the Portland SMSA, adjusted for family size, as determined by the US Department

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Sincerely,

Sheldon Ashby, President
Five Star Properties, Inc

**Mary Curren
550-554 Stevens Ave
Portland, Me. 04103**

August, 7th, 2008

Tenant
Unit # 2 ^{4?}
550-554 Stevens Ave
Portland, ME 04103

Re: Notice of intent to convert _550-554 Stevens Ave, Portland to condominiums

Dear Mary:

We are sending this letter to you to inform you that we intend to convert the building at 550-554 Stevens Ave, Portland, Maine into 7 condominium units. We are required to give you a minimum 120 days notice of our intent to convert to condominiums. You will not be asked to leave the premises for at least 120 days. This notice is **not** a notice to quit the unit. If it comes to that, a separate 30 day notice to quit will be provided to you. We are not asking you to move, just notify you that we are converting this apartment building into condominium units.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside. We intend to sell this unit for \$ 150,000, please let us know if you are interested in purchasing at this price and we will proceed with the negotiation of a purchase and sale agreement. If you decline to purchase the unit and we are unable to sell it in the next 180 days, if we reduce the price, we will provide you with that information and you will have another opportunity to purchase the unit at the reduced price.

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The above notice is required by law and the City of Portland. Again, I'm not asking you to move, just letting you know that I'm converting the building into condominiums and giving you first chance to buy your unit. Please let me know if you're interested in potentially purchasing your unit. Thank you.

Sincerely,

Sheldon Ashby, President
Five Star Properties, Inc

**Gil Plaster
Stevens Ave
Portland, Me. 04103**

August, 7th, 2008

Tenant
Unit # 6____
550-554 Stevens Ave
Portland, ME 04103

Re: Notice of intent to convert _550-554 Stevens Ave, Portland to condominiums

Dear Gil:

We are sending this letter to you to inform you that we intend to convert the building at 550-554 Stevens Ave, Portland, Maine into _7____ condominium units. We are required to give you a minimum 120 days notice of our intent to convert to condominiums. You will not be asked to leave the premises for at least 120 days. This notice is **not** a notice to quit the unit. If it comes to that, a separate 30 day notice to quit will be provided to you. We are not asking you to move, just notify you that we are converting this apartment building into condominium units.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside. We intend to sell this unit for \$_175,000_____, please let us know if you are interested in purchasing at this price and we will proceed with the negotiation of a purchase and sale agreement. If you decline to purchase the unit and we are unable to sell it in the next 180 days, if we reduce the price, we will provide you with that information and you will have another opportunity to purchase the unit at the reduced price.

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Sincerely,

Sheldon Ashby, President
Five Star Properties, Inc

**Bob Chance
Stevens Ave
Portland, Me. 04103**

August, 7th, 2008

Tenant
Unit # 7____
550-554 Stevens Ave
Portland, ME 04103

Re: Notice of intent to convert _550-554 Stevens Ave, Portland to condominiums

Dear Bob:

We are sending this letter to you to inform you that we intend to convert the building at 550-554 Stevens Ave, Portland, Maine into _7____ condominium units. We are required to give you a minimum 120 days notice of our intent to convert to condominiums. You will not be asked to leave the premises for at least 120 days. This notice is **not** a notice to quit the unit. If it comes to that, a separate 30 day notice to quit will be provided to you. We are not asking you to move, just notify you that we are converting this apartment building into condominium units.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside. We intend to sell this unit for \$ _160,000_____, please let us know if you are interested in purchasing at this price and we will proceed with the negotiation of a purchase and sale agreement. If you decline to purchase the unit and we are unable to sell it in the next 180 days, if we reduce the price, we will provide you with that information and you will have another opportunity to purchase the unit at the reduced price.

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Sheldon Ashby, President
Five Star Properties, Inc