

Form # P 04

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

CITY OF PORTLAND

BUILDING DEPARTMENT

PERMIT ISSUED

Please Read Application And Notes, If Any, Attached

Permit Number: 091274

DEC - 2 2009

PERMIT

This is to certify that REDFERN PROPERTIES LLC

has permission to Change of use from residential unit to Residential unit condominium **City of Portland**

AT 115 SHERWOOD ST City of Portland 429 A002001

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 lath or other work is used-in. 2. HOW NOTICE IS REQUIRED.

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

OTHER REQUIRED APPROVALS

Fire Dept. _____

Health Dept. _____

Appeal Board _____

Other _____

Department Name

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: 09-1274	Issue Date:	CBL: 429 A002001
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Location of Construction: 115 SHERWOOD ST	Owner Name: REDFERN PROPERTIES LLC	Owner Address: PO BOX 8816	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	Zone: R5

Past Use: Residential 5 Unit	Proposed Use: Residential 5 unit condominium - Change of use from residential 5 unit to Residential 5 unit condominium <i>leg use - 5 dwelling unit</i>	Permit Fee: \$1,125.00	Cost of Work: \$1,125.00	CEO District: 4
		FIRE DEPT: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	INSPECTION: Use Group: <i>12-2</i> Type: <i>SB</i>	

Proposed Project Description: Change of use from residential 5 unit to Residential 5 unit condominium	Signature:	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: Ldobson	Date Applied For: 11/10/2009	Zoning Approval
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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..

Special Zone or Reviews	Zoning Appeal	Historic Preservation
<input type="checkbox"/> Shoreland	<input type="checkbox"/> Variance	<input checked="" type="checkbox"/> Not in District or Landmark
<input type="checkbox"/> Wetland	<input type="checkbox"/> Miscellaneous	<input type="checkbox"/> Does Not Require Review
<input type="checkbox"/> Flood Zone	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Requires Review
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Interpretation	<input type="checkbox"/> Approved
<input type="checkbox"/> Site Plan	<input type="checkbox"/> Approved	<input type="checkbox"/> Approved w/Conditions
Maj <input type="checkbox"/> Minor <input type="checkbox"/> MM <input type="checkbox"/>	<input type="checkbox"/> Denied	<input type="checkbox"/> Denied
Date: <i>11/16/09 [Signature]</i>	Date:	Date: <i>[Signature]</i>

PERMIT ISSUED

DEC - 2 2009

City of Portland

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

BUILDING PERMIT INSPECTION PROCEDURES

Please call 874-8703 or 874-8693 (ONLY)

to schedule your inspections as agreed upon

Permits expire in 6 months, if the project is not started or ceases for 6 months.

The Owner or their designee is required to notify the inspections office for the following inspections and provide adequate notice. Notice must be called in 48-72 hours in advance in order to schedule an inspection:

By initializing at each inspection time, you are agreeing that you understand the inspection procedure and additional fees from a "Stop Work Order" and "Stop Work Order Release" will be incurred if the procedure is not followed as stated below.


A Pre-construction Meeting will take place upon receipt of your building permit.

 X Final/Certificate of Occupancy: Prior to any occupancy of the structure or use.
NOTE: There is a \$75.00 fee per inspection at this point.

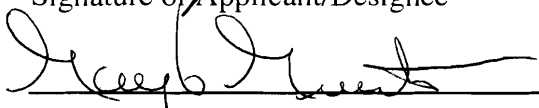
Certificate of Occupancy is not required for certain projects. Your inspector can advise you if your project requires a Certificate of Occupancy. All projects DO require a final inspection.

If any of the inspections do not occur, the project cannot go on to the next phase, REGARDLESS OF THE NOTICE OR CIRCUMSTANCES.

CERIFICATE OF OCCUPANICES MUST BE ISSUED AND PAID FOR, BEFORE THE SPACE MAY BE OCCUPIED.



Signature of Applicant/Designee



Signature of Inspections Official

12/02/2009
Date

12/02/09
Date

City of Portland, Maine - Building or Use Permit

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

Permit No: 09-1274	Date Applied For: 11/10/2009	CBL: 429 A002001
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Location of Construction: 115 SHERWOOD ST	Owner Name: REDFERN PROPERTIES LLC	Owner Address: PO BOX 8816	Phone:
Business Name:	Contractor Name:	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Change of Ownership - Condo Conversion	

Proposed Use: Residential 5 unit condominium - Change of use from residential 5 unit to Residential 5 unit condominium	Proposed Project Description: Change of use from residential 5 unit to Residential 5 unit condominium
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Dept: Zoning **Status:** Approved with Conditions **Reviewer:** Ann Machado **Approval Date:** 11/16/2009

Note: **Ok to Issue:**

- 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.
- 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.
- 3) This property shall remain a five family dwelling. Any change of use shall require a separate permit application for review and approval.

Dept: Building **Status:** Approved with Conditions **Reviewer:** Tammy Munson **Approval Date:** 11/30/2009

Note: **Ok to Issue:**

- 1) All renovations done under prior permits. This is a change of use permit only. It does not authorize any construction activity.

Dept: Fire **Status:** Approved with Conditions **Reviewer:** Ben Wallace Jr. **Approval Date:** 11/18/2009

Note: **Ok to Issue:**

- 1) The entire structure shall comply with NFPA 101 "Existing Apartments"
Compliance shall be insured prior to the issuance of a Certificate of Occupancy.



General Building Permit Application

Condominium Conversion

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>115 Sherwood Street</u>		
Total Square Footage of Proposed Structure/Area	Square Footage of Lot	Number of Stories <u>2</u>
Tax Assessor's Chart, Block & Lot Chart# Block# Lot# <u>429 A 2</u>	Applicant *must be owner, Lessee or Buyer* Name <u>Redfern Properties LLC</u> Address <u>PO Box 8816</u> City, State & Zip <u>Portland, ME 04104</u>	Telephone: <u>207-221-5746</u> <u>207-776-9715</u> (cell)
Lessee/DBA (If Applicable)	Owner (if different from Applicant) Name Address City, State & Zip	Cost Of Work: \$ <u>150 * 5 = 750</u> C of O Fee: \$ <u>75 * 5 = 375</u> Total Fee: \$ <u>1,125</u>
Current legal use (i.e. single family) <u>5 unit apartment</u> Number of Residential Units <u>5</u> If vacant, what was the previous use? _____ Proposed Specific use: _____ Is property part of a subdivision? _____ If yes, please name _____ Project description: <u>Convert 5 townhouse apartments to 5 townhouse condominiums</u> <u>No related construction or improvements.</u>		
Contractor's name: <u>NA</u>		
Address: _____		
City, State & Zip _____		Telephone: _____
Who should we contact when the permit is ready: <u>Jonathan Culley</u>		Telephone: <u>776-9715</u>
Mailing address: _____		

RECEIVED

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

NOV 10 2009

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 materials, 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:

Date:

11 / 9 / 2009

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

Submit with Condominium Conversion Permit Application

Project Data:

Address: 115 Sherwood Street, Portland, Maine

C-B-L: 429-A-2

Number of Units in Building: 5 units

<u>Unit #</u>	<u>Tenant Name(s)</u>	<u>Tenant Tel#(s)</u>	<u>Email</u>	<u>Occup. Length</u>	<u>Date of Notice</u>	<u>Eligible for \$</u>
1	Jason Cooke Ashley Falcone	207-671-8141 207-899-8826	jcookie8@yahoo.com	18 months (4/1/2008)	11/04/2009 11/04/2009	TBD
2	Anna Dyer Kelsey Lowe Nicole Thompson	207-749-8578 207-756-2171 207-899-9420	anna_c_dyer@keybank.com klowe@adbenefits.com NCT@portlandmaine.gov	17 months (5/1/2008)	11/04/2009 11/04/2009 11/04/2009	TBD
3	Justin Franzose Scott Hamilton Melissa Lewis	207-615-2481 207-551-1693 207-551-7292	jusfranzose@hotmail.com hamiltonsj2@aol.com melissa.lewis@uscellular.com	18 months (4/1/2008)	11/04/2009 11/04/2009 11/04/2009	TBD
4	James Hackett	207-272-7656	Jhackett@portlandhilton.com	2 months (9/1/2009)	11/04/2009	TBD
5	Jennifer Merchant	207-266-1297	jlm1990@gwi.net	1 month (10/24/2009)	11/04/2009	TBD

Length of time building owned by applicant: From 01/07/2009

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

YES ___ NO X (check one)

Type and Cost of building improvements associated with this conversion that do not require permits (costs are estimates and are subject to change):

\$ NA Exterior walls, windows, doors, roof

\$ NA Insulation

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

\$ NA Other (specify) – Kitchen and bath cosmetic improvements, new cabinets, countertops, appliances, and fixtures



P.O. Box 8816
Portland, ME 04104
Office: 207-221-5746
Fax: 207-221-2822
www.redfernproperties.com

November 4, 2009

Mr. Jason Cooke
115 Sherwood Street
Unit #1
Portland, ME 04103

Ms. Ashley Falcone
115 Sherwood Street
Unit #1
Portland, ME 04103

Re: 115 Sherwood Street, Portland, Maine

Dear Jason and Ashley:

The purpose of this letter to you to inform you that we intend to convert the property at 115 Sherwood Street, Portland, Maine into 5 distinct condominium units. We are required by statute 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 vacate the unit. If it comes to that, a separate 30-day notice to quit may be provided to you at a future date.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside at a preferred price. We are offering you the option to purchase this unit for \$205,000. This price includes paint touch up and new carpet in the bedrooms prior to closing. If you do not purchase the unit, we intend to offer it to the public at a price of around \$225,000-\$235,000. If you decline to purchase the unit and we are unable to sell it in the next 180 days and subsequently reduce the price, 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 may be required to assist you with relocation payments if your gross household income is less than 80% of the median income of the Portland SMSA, adjusted for household 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.

We are committed to minimizing any potential disruption to you caused by the condominium conversion process. Do not hesitate to contact me with any questions.

Sincerely,



Jonathan Culley
Redfern Properties LLC
jonathan@redfernproperties.com
207-776-9715



P.O. Box 8816
Portland, ME 04104
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Fax: 207-221-2822
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November 4, 2009

Ms. Anna Dyer
115 Sherwood Street
Unit #2
Portland, ME 04103

Ms. Kelsey Lowe
115 Sherwood Street
Unit #2
Portland, ME 04103

Ms. Nicole Thompson
115 Sherwood Street
Unit #2
Portland, ME 04103

Re: 115 Sherwood Street, Portland, Maine

Dear Anna, Kelsey, and Nicole:

The purpose of this letter to you to inform you that we intend to convert the property at 115 Sherwood Street, Portland, Maine into 5 distinct condominium units. We are required by statute 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 vacate the unit. If it comes to that, a separate 30-day notice to quit may be provided to you at a future date.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside at a preferred price. We are offering you the option to purchase this unit for \$184,000. This price includes paint touch up and new carpet in the bedrooms prior to closing. If you do not purchase the unit, we intend to offer it to the public at a price of around \$205,000-\$215,000. If you decline to purchase the unit and we are unable to sell it in the next 180 days and subsequently reduce the price, 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).

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We are committed to minimizing any potential disruption to you caused by the condominium conversion process. Do not hesitate to contact me with any questions.

Sincerely,



Jonathan Culley
Redfern Properties LLC
jonathan@redfernproperties.com
207-776-9715



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November 4, 2009

Mr. Justin Franzose
115 Sherwood Street
Unit #3
Portland, ME 04103

Mr. Scott Hamilton
115 Sherwood Street
Unit #3
Portland, ME 04103

Ms. Melissa Lewis
115 Sherwood Street
Unit #3
Portland, ME 04103

Re: 115 Sherwood Street, Portland, Maine

Dear Justin, Scott, and Melissa:

The purpose of this letter to you to inform you that we intend to convert the property at 115 Sherwood Street, Portland, Maine into 5 distinct condominium units. We are required by statute 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 vacate the unit. If it comes to that, a separate 30-day notice to quit may be provided to you at a future date.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside at a preferred price. We are offering you the option to purchase this unit for \$195,000. This price includes paint touch up and new carpet in the bedrooms prior to closing. If you do not purchase the unit, we intend to offer it to the public at a price of around \$215,000-\$225,000. If you decline to purchase the unit and we are unable to sell it in the next 180 days and subsequently reduce the price, 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).

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We are committed to minimizing any potential disruption to you caused by the condominium conversion process. Do not hesitate to contact me with any questions.

Sincerely,



Jonathan Cufey
Redfern Properties LLC
jonathan@redfernproperties.com
207-776-9715

P.O. Box 8816
Portland, ME 04104
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Fax: 207-221-2822
www.redfernproperties.com

November 4, 2009

Mr. James Hackett
115 Sherwood Street
Unit #4
Portland, ME 04103

Re: 115 Sherwood Street, Portland, Maine

Dear James:

The purpose of this letter to you to inform you that we intend to convert the property at 115 Sherwood Street, Portland, Maine into 5 distinct condominium units. We are required by statute 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 vacate the unit. If it comes to that, a separate 30-day notice to quit may be provided to you at a future date.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside at a preferred price. We are offering you the option to purchase this unit for \$149,000. This price includes paint touch up and new carpet in the bedrooms prior to closing. We would also be willing to work with you to customize and make improvements to the unit prior to sale. For example, we could offer you the unit with a downstairs ½ bath for \$152,000. If you do not purchase the unit, we intend to offer it to the public at a price of around \$170,000-\$175,000. If you decline to purchase the unit and we are unable to sell it in the next 180 days and subsequently reduce the price, 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, 289 Congress Street, Portland, ME 04101 (telephone: 874-8703).

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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.

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Sincerely,


Jonathan Culley
Redfern Properties LLC
jonathan@redfernproperties.com
207-776-9715



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November 4, 2009

Ms. Jennifer Merchant
115 Sherwood Street
Unit #5
Portland, ME 04103

Re: 115 Sherwood Street, Portland, Maine

Dear Jennifer:

The purpose of this letter to you to inform you that we intend to convert the property at 115 Sherwood Street, Portland, Maine into 5 distinct condominium units. We are required by statute 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 vacate the unit. If it comes to that, a separate 30-day notice to quit may be provided to you at a future date.

One of our obligations is to offer you a 60 day option to purchase the unit in which you reside at a preferred price. We are offering you the option to purchase this unit for \$152,000. This price includes paint touch up and new carpet in the bedrooms prior to closing. We would also be willing to work with you to customize and make additional improvements to the unit prior to sale. For example, we could offer you the unit with a downstairs ½ bath for \$155,000. If you do not purchase the unit, we intend to offer it to the public at a price of around \$170,000-\$175,000. If you decline to purchase the unit and we are unable to sell it in the next 180 days and subsequently reduce the price, you will have another opportunity to purchase the unit at the reduced price.

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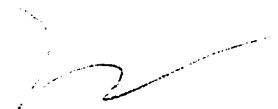
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Sincerely;



Jonathan Culley
Redfern Properties LLC
jonathan@redfernproperties.com
207-776-9715