

**From:** "McDonald, Tony" <TMcDonald@Boulos.com>  
**To:** "buildinginspections@portlandmaine.gov" <buildinginspections@portlandmai...>  
**Date:** 11/4/2013 2:07 PM  
**Subject:** APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR 12 UNIT APARTMENT BUILDING AT 505 WASHINGTON AVENUE  
**Attachments:** APPLICATION FOR CERTIFICATE OF OCCUPANCY FOR 12 UNIT APARTMENT BUILDING AT 505 WASHINGTON AVENUE.pdf

Attached please find the paperwork we understand is necessary to apply for a Certificate of Occupancy for the 12 Unit apartment building located at 505 Washington Avenue. Also on Page 2 of the attached please find a Letter of Determination dated October 15th from Marge Schmuckal indicating the building as a 12 unit but we understand that the attached paperwork along with the \$30 fee is required to get the CO issued. While the building has been operated as a 12 unit for many years, and the inspection files show several inspections as such, apparently no CO could be located within City files. We currently have the building under contract for sale and the buyer's lender wants a CO, hence this request. There is no work going on, no design, no plans so we have tried to fill out the forms as best we can given that but please contact me if you need anything else. Also, if you have any idea as to processing time that will be helpful in managing expectations with the buyers and their lender. Thank you. I can be reached at 749-1000.

PS: I will have a hard copy of this package delivered along with the \$30 check.

C. Anthony McDonald | CCIM, SIOR, Partner  
CBRE | The Boulos Company | Commercial Brokerage  
One Canal Plaza | Portland, ME 04101  
T +1 207 772 1333 | Direct T +1 207 553 1704 | F +1 888 763 3166 | C +1 207 749 1000  
tmcDonald@boulos.com<mailto:tmcDonald@boulos.com> | www.boulos.com<http://www.boulos.com/> |  
Personal Profile<http://www.cbre.com/tony.mcdonald> | View My  
Listings<http://www.cbre.us/o/portlandme/people/tony-mcdonald/Pages/resources.aspx>

Connect with me on LinkedIn<http://www.linkedin.com/in/tonymcdonald>.

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