

# CONDOMINIUM REVIEW BOARD

Somerville City Hall Annex  
50 Evergreen Ave., Somerville, MA 02145  
(617) 625-6600 x 2575

## FINAL/COURTESY PERMIT MEETING REQUEST FORM

Property Address: \_\_\_\_\_

### I. Owner Information

Owner Name \_\_\_\_\_

Address, City, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### II. Representative Information

Name \_\_\_\_\_

Address, City, Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### III. Property Information

Purchase Date (Month/Year) \_\_\_\_\_

### IV. Unit Status- indicate unit ID in appropriate section below

Tenanted? \_\_\_\_\_

Vacant? \_\_\_\_\_

Owner-occupied? \_\_\_\_\_

### V. Documents Included

- Engineer/Architect's Report
- Master Deed
- Proof of Payment of Outstanding Relocation Fees
- Building Permit & Certificate of Zoning Compliance- **Courtesy Permits Only**
- Other: \_\_\_\_\_

I SWEAR UNDER THE PAINS AND PENALTIES OF PERJURY, THAT ALL OF THE INFORMATION SUPPLIED HEREIN IS TRUE.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type/Print Name

\_\_\_\_\_  
Type/Print Name