

Summary of Requirements for Properties Undergoing Condominium Conversion

Disclaimer: Below is a *summary* of requirements, applicants must review the conversion ordinance, rules, application and any other material for a full description of requirements. Please contact board staff with any questions after reviewing this summary and other materials:

condoboard@somervillema.gov

Preliminary Permit Requirements For All Properties

1. Certificate of Good Standing from Somerville Treasury
2. Final water bill and receipt
3. Property deed showing applicant's ownership
4. Certified check (\$600/unit)
5. Conversion Application and any applicable owner/tenant affidavits

Presently Tenanted Units

1. Owner must give written notice to tenants
2. Owner gathers required materials for preliminary/conditional permit
 - a. Completed tenant information sheets
3. Conversion application must be filed within 30 days of notice to tenants
4. One-year notice period begins from date of proper notice to tenants
5. Tenants must be offered right to purchase their unit
6. Application deadline listed under: Tenanted/Formerly Tenanted App Deadline

Units Presently Vacant but Last Use was Tenanted

1. Owner must send certified letter to any former tenant of the property from the 12 months prior to forming an intent to convert.
2. Owner gathers required materials for preliminary/conditional permit
 - a. Verification of outreach to tenants. See Article IX(C) of Condo Rules
3. One-year notice period begins from date preliminary permit issued by Condo Review Board
4. Application deadline listed under: Tenanted/Formerly Tenanted App Deadline

Presently Owner-Occupied Units

1. Verification of current owner-occupancy. See Article IX(B) of Condo Rules
2. One-year notice period for occupied unit waived if qualifies

Units Presently Vacant but Last Use was Owner-Occupancy

1. Verification of current owner-occupancy. See Article IX(A) of Condo Rules
2. One-year notice period for occupied unit waived if qualifies

Final Permit Requirements

1. Final draft of Master Deed
2. Property Condition Report

3. Proof of payment of any relocation fees owed to tenants