

**TENANT CONDO CONVERSION NOTIFICATION  
& INFORMATION SHEET**

This packet is to be filled out by all tenants over the age of 18. For assistance filling out the documents in this packet (pages 13-18), additional copies, or if you have any questions about any of the information found within this packet, please contact Board Staff at **617-625-6600, x.2575** or by e-mail at [condoboard@somervillema.gov](mailto:condoboard@somervillema.gov). You can also contact the Office of Housing Stability at **617-625-6600, x.2581**.

You can also come to the **City Hall Annex -50 Evergreen Ave, Somerville, MA 02145**-to speak with Condo Board Staff on the second floor or the Office of Housing Stability on the first floor about any questions or concerns.

Please complete this packet (pages 13-18) and either return it to your property owner or send it/drop it off to the City Hall Annex (50 Evergreen Ave), attention to Condo Board Staff.

Below are the definitions of disabled, elderly and low-moderate income:

**Disabled tenant-** a tenant who has a physical or mental impairment as of the date the notice was provided or should have been provided, which (1) substantially limits such person’s ability to care for themselves, perform manual tasks, walk, see, hear, speak, breathe, learn or work; or (2) significantly limits the housing appropriate for such person or significantly limits such person’s ability to seek new housing; or (3) meet the disability related provisions contained within the definition of “handicapped persons of low income” in G.L. c. 121B § 1.

**Elderly tenant-** A tenant who is **65** years or over as of the date the notice was or should have been given.

**Low-/Moderate Income tenant:** If the combined income of your household for the past 12 months was below the income limit value that corresponds to your household size in the table below, your household is low-/moderate-income:

HUD Boston PMSA Income Limits – 2023								
Household Size	1	2	3	4	5	6	7	8
Income Limit	\$82,950	\$94,800	\$106,650	\$118,450	\$127,950	\$137,450	\$146,900	\$156,400



**CONDOMINIUM REVIEW BOARD**

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

**CONDOMINIUM REVIEW BOARD  
TENANT NOTIFICATION FORM  
(Submit for each individual tenant)**

Date: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

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

This letter is to notify you that your landlord, \_\_\_\_\_, intends to convert your unit and possibly other units in your building to either condominium or cooperative units. You have rights under the Somerville Condominium Conversion Ordinance, including the right to this Notice. Your rights are explained below.

• **Right to Proper Notice**

This Notice must be given to you by one of the following methods: delivered in person in the presence of a witness or with the tenant’s acknowledgement of receipt, sent by certified or registered mail, return receipt requested, or served by a deputy sheriff or constable.

• **Right to Continued Occupancy (Notice Period)**

You have the right to stay as a tenant in your rental unit for one year from the date you received this Notice. If you are elderly, disabled or low-/moderate-income<sup>1</sup>, you have the right to remain as a tenant in your rental unit for five years from the date you received this Notice. You are entitled to this notice period whether your rental agreement is a lease or a month-to-month tenancy at-will. If you are elderly, disabled or low-/moderate-income, please inform your property owner. If your owner contests that you are elderly, disabled or low-/moderate income you may need to provide them with verification of your status.

<sup>1</sup> Definitions of each of these categories are on page 12

- **Right to Extend Terms of Rental Agreement**

If the one-year or five-year Notice period referred to above is longer than the term of your tenancy in your rental agreement, then the Landlord **must** extend the term of your tenancy to coincide with the expiration of the Notice period.

- **Right to Purchase**

You have the right to purchase your rental unit *before* it goes on the market in ‘as is’ condition at a fair price. You have 120 days from receiving a Purchase & Sale agreement to decide, this period is extended to 180 days if a tenant qualifies as elderly, disabled, or low/moderate income. Please contact Board Staff at 617-625-6600 x. 2575 with any questions.

- **Right to Terminate Tenancy**

You have the right to terminate your rental agreement without penalty so long as you give written notice to the Owner at least thirty (30) days before you leave. Your property owner cannot terminate your tenancy during the notice period except in the event of non-payment of rent or other substantial violation of your rental agreement.

- **Renovation During the Notice Period**

Tenants are entitled to freedom from unreasonable disruption as a result of rehabilitation, repairs or improvements. The owner may only make repairs in your unit if such repairs are **required** by the State Sanitary or Building Codes. Other renovations or improvements to your unit may only be undertaken with your **express written consent**. Owners may renovate common areas or vacant units, but they *must* comply with Condominium Conversion Ordinance rules regarding how and when such renovations can be performed. Please contact Board Staff at 617-625-6600 x. 2575 for more information or with any questions or concerns.

- **Right to Housing Search Assistance**

A tenant who is elderly, disabled or low-/moderate-income is entitled to help from the property owner in finding a comparable apartment in Somerville unless they are exempt from this housing search requirement. An owner is exempt from this housing search requirement if (1) they have been renting their unit to you at or below the Somerville Housing Authority Section 8 payment standards; **and** (2) they have limited rent increases to less than 5% annually for the past three years. If your owner is required to provide you with housing search assistance and fails to do so, you will be entitled to an additional two years of protections.

- **Right to Relocation Benefits**

If you do not purchase your rental unit or another rental unit in the building, and you choose to vacate the unit within the Notice period, you have the right to a relocation payment. As of February 1, 2022 the

TO BE PROVIDED TO AND COMPLETED BY TENANTS

amount is **\$7092.47**/unit if you are NOT elderly, disabled, or low-/moderate-income, or **\$11,820.79**/unit if you ARE elderly, disabled or low- /moderate-income. Relocation payments must be paid within ten days after you vacate your unit. However, if you need these funds in advance in order to relocate, the owner must make payments directly to your moving company, realtor, storage facility or new landlord before you move upon your request and once you provide them with verification of your new apartment. Relocation fees are updated every February based on the Consumer Price Index (CPI).

- **Right to Hearing Notice**

Any tenant who has received this notice is also entitled to receive notice of **any and all** hearings that are scheduled by the Condominium Review Board where your unit is on the agenda. This notice will include the date, time and location of the hearing. Tenants are not required to attend this hearing, but are welcome to and may provide the Review Board with any information regarding the application that you feel is relevant. **If you plan to attend this hearing and need an interpreter please contact Board Staff at 617-625-6600 Ext. 2575 as soon as possible.**

- **Right to Request a Hearing**

If at any point any party (tenant or owner) feels the other is not complying with the requirements of the Condominium Conversion Ordinance, they may request the Board schedule a compliance hearing to review the matter. Whichever party requests the hearing must attend, and the other party may attend. Both parties will be notified of such hearings. Once a hearing is scheduled, you will be notified of the location, time and date of the hearing by the Condominium Review Board. Please contact Board Staff at 617-625-6600 x. 2575 with any questions on scheduling a compliance hearing or to request an interpreter.

The Condominium Conversion Ordinance can be found on the City of Somerville website at: <https://www.somervillema.gov/departments/condominium-review-board>. A copy may also be provided upon request.

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If you have any questions or concerns, please call Board Staff at 617-625-6600 x. 2575 or email at [condoboard@somervillema.gov](mailto:condoboard@somervillema.gov).

Tenant Name: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

Date: \_\_\_\_\_