

**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-income¹, 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.

- **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. If you are unable to purchase your unit or do not wish to purchase your unit, the City or a designee may purchase the unit for the purposes of maintaining the unit as affordable housing. Please contact

¹ Definitions of each of these categories are on page 12

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Hannah Carrillo at 617-625-6600 x. 2575 with any questions regarding the City or designee right to purchase.

- **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 Hannah Carrillo 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, you have the right to a relocation payment in the amount of \$6,000.00/unit or \$10,000.00/unit if you are elderly, disabled or low-/moderate-income if you vacate the unit within the Notice period. 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.

Please note: If the owner receives **written** notice from a tenant indicating that they are vacating the unit **before** the owner forms the intent to convert to condominium units, the owner is not required to pay relocation expenses.

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- **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 Hannah Carrillo 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 Hannah Carrillo at 617-625-6600 x. 2575 with any questions on scheduling a compliance hearing. **If you need an interpreter please contact Hannah Carrillo at 617-625-6600 Ext. 2575 as soon as possible.**

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.

If you have any questions or concerns, please call Hannah Carrillo at 617-625-6600 x. 2575 or email at hcarrillo@somervillema.gov.

Tenant Name: _____

Tenant Signature: _____

Date: _____