

CONDO CONVERSION ORDINANCE

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

DO I NEED A CONDO CONVERSION PERMIT?

If you are converting a residential property to condominiums in Somerville you likely need a conversion permit! It is common for there to be a waiting period before a unit may be sold as a condominium. Property owners are highly encouraged to contact board staff when considering selling or converting their properties to find out more.



TYPES OF PERMITS

Permits are issued by unit and so different units within same building may have different requirements.

Preliminary Non-rental Conversion Permit

- Issued for units where the last use was for owner-occupancy or other non-rental use.

Preliminary Rental Conversion Permit

- Issued for units where the last use was for rental purposes.

Final Conversion Permit

- Issued once any outstanding requirements from preliminary permits are met.

Courtesy Permit

- Issued for units that are **entirely** new construction.



PRELIMINARY NON-RENTAL PERMIT

- 1.To begin the process, the property owner will gather the required documentation and complete the application. Required documentation includes, but is not limited to:
 - Certificate of Good Standing from the Somerville Treasury
 - Final water bill with receipt
 - Copy of the deed showing ownership
 - Affidavits from owner-occupants
- 2.Submit your application to board staff.
- 3.Once the documentation is ready and submitted to board staff, the application will be added to the agenda for the next available virtual Condo Board meeting, which occurs monthly. Meeting dates and application deadlines can be found on the Board's website.
- 4.Attend the Board meeting to present your application.
- 5.The Board will discuss your application and take a vote.
- 6.A permit will be issued if the Board is satisfied that all conditions for issuance are met.
 - There is no waiting period for units under this type of permit.

PRELIMINARY RENTAL PERMIT

- 1.To begin the process, the property owner will notify current tenants using the Board's designated form and inform former tenants in writing.
- 2.The owner is responsible for collecting the required documentation and completing the application within 30 days of notifying tenants. Required documents include but is not limited to:
 - Certificate of Good Standing from the Somerville Treasury
 - Final water bill with receipt
 - Copy of the deed showing ownership
 - Proof of notice to current and former tenants
- 3.Once the documentation is ready, the application should be submitted to board staff and will be added to the agenda for the next available virtual Condo Board meeting, which occurs monthly. Meeting dates and application deadlines can be found on the Board's website.
- 4.During the meeting, the applicant will present the application, and tenants may attend to provide input. The Board will then discuss and vote on the application. A permit will be issued if all conditions are met.
 - Please note, there is a one-year waiting period for most currently tenanted units and a two-year waiting period for vacant units.

FINAL CONVERSION PERMIT

As the notice period nears its expiration, please follow these steps:

- 1.Submit any outstanding documentation along with a Final Permit Meeting Request form to the board staff. This helps streamline the review process.
- 2.Required documentation may include:
 - Master Deed
 - Property Condition Report
 - Proof of Relocation Payment to Tenants (if applicable)
- 3.The applicant will present the item to the Board, which will discuss it and vote on issuance if all conditions are met.

