

TENANT NOTIFICATION FORM
(Submit for each individual tenant)

Date: _____

Tenant Name: _____

Address: _____

Unit Number: _____

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. Your landlord will have to apply for and have a Conversion Plan approved by the City of Boston's Office of Housing Stability ("OHS"), and will be required to apply for and receive a condominium or cooperative conversion permit before a housing accommodation may be sold. You have rights under the Boston Condominium and Cooperative 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.

The date the notice is deemed "given" is the date on which the notice is delivered in person to the tenant or the date on which the notice is received by the tenant after being sent by certified or registered mail, return receipt requested, or the date of service 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, or until the end of the lease term, whichever is greater, before you shall be required to vacate the housing accommodation. If you are elderly, disabled, or low/moderate-income, you have the right to remain as a tenant in your rental unit for five years from the date you received this notice, or until the end of the lease term, whichever is greater, before you shall be required to vacate the housing accommodation. 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.

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, provided a condition of dependency on alcohol or any controlled substance shall not be the basis for a determination of a disability.

Elderly tenant- A tenant who is **62** years or over as of the date the notice was or should have been provided.

Low/Moderate Income tenant: If the combined income of all persons living in the unit, whose total income for the past 12 months immediately preceding the date the notice was provided or should have been provided, was less than 80% of Area Median Income for your household size, then the household is "Low/Moderate Income". See the table below for these income guidelines.

Low/Moderate Income Maximum (80% of Area Median Income)	
Household Size	Income Limit
One person	\$78,550
Two person	\$89,750
Three person	\$100,950
Four persons	\$112,150
Five persons	\$121,150
Six persons	\$130,100

□ **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. You shall be offered the opportunity to purchase the unit on terms and conditions which are substantially the same as or more favorable than those which the landlord will offer the unit for sale to the public or a third party. If your unit is eliminated, either through demolition or through combining it with another unit, you still have a right to purchase a unit in the converted property. If more than one tenant is seeking the same unit, the City will hold a lottery to determine who can purchase the unit. For more information about homebuyer classes and programs, contact the Boston Home Center at 617-635-4663.

□ **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 \$10,000.00 per unit, or \$15,000.00 per 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 may 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.

□ **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.

□ **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 within Boston and, if requested by the tenant, within the same neighborhood of the city of Boston where the tenant resides, for a rent which is equal to or less than the rent which such tenant had been paying for the housing accommodation at the time of the receipt of the notice.

□ **Renovation During the Notice Period**

You are entitled to freedom from unreasonable disruption and breach of quiet enjoyment as a result of rehabilitation, repairs, or improvements made by the landlord during the period of notice.

□ **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 and Cooperative Conversion Ordinance, they may request a hearing with the Office of Housing Stability or the Inspectional Services Department, whichever is applicable. 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. Please contact 617-635-3880 with any questions on scheduling a compliance hearing or **if you need an interpreter.**

The Condominium and Cooperative Conversion Ordinance can be found on the City of Boston website at boston.gov/condominium-and-cooperative-conversion-ordinance. A copy may also be provided upon request.

If you have any questions or concerns, please call 617-635-3880 or email condocoop@boston.gov.