

Seminar Materials

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Offering Occupied Units for Sale

Notice of Conversion; Notice to Vacate; Relocation Assistance

1. Notice of Conversion

- a. Ten or more days after the condominium is registered, the owner must provide written notice to the tenants and subtenants of his/her intention to convert.
- b. One Hundred Twenty (120) days after the Notice of Conversion, a notice to vacate may be sent to all tenants except those that have contracted to purchase a unit or who are in a protected class.

2. Offer to Sell

- a. During the 120-day period, the owner must make each tenant a bona fide offer to purchase their unit and provide notice and certification to the Mayor.
- b. The tenant has 60 days to enter into a contract with the owner for said purchase.
- c. If the tenant does not exercise this right within the first 60 days of the 120-day period, then any subtenant in the unit may contract to purchase the unit.
- d. Often the owner will offer the tenant the opportunity to elect a one-time tenant buyout allowance.

3. Notice to Vacate can be sent after the 120 days has expired

4. Elderly or Disabled Tenants

An elderly head of household (62 years of age or older) or disabled head of household whose annual household income does not exceed the qualifying income under DC Code 42-3402.08 may not be evicted unless said tenant violates an obligation of tenancy and fails to correct it within 30 days of receipt of notice of said violation or has been found by a court to have committed an illegal act on the premises

5. Relocation fee

- a. The owner shall provide a relocation payment to each tenant who does not purchase a unit.
- b. The relocation fee shall be no less than \$125 and no more than \$1,000, and the tenant must provide receipts or written estimates from a moving company.

Conversion Fee & Exemptions

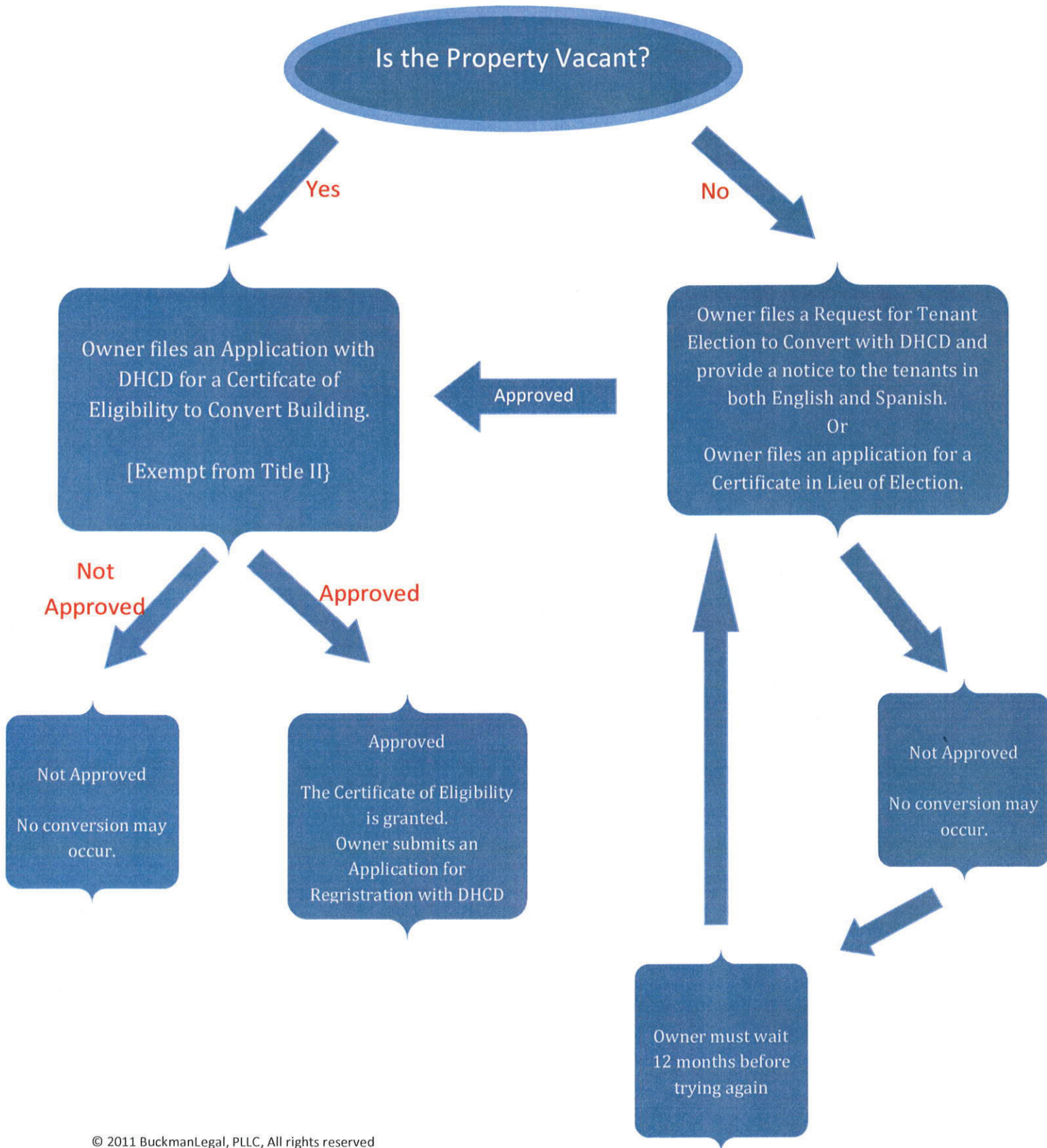
Conversion Fee Clarification and Technical Amendment Act of 2008

1. Passed as D.C. Law #17-0354, effective March 25, 2009
2. Amends the Rental Housing Conversion and Sale Act of 1980
3. Eliminates vacancy exemption to the payment of the condominium conversion fee
4. Provides for exemption from the payment of the condominium conversion fee when the unit is sold to
 - a. a qualifying income (no more than 80% median) household,
 - b. an existing tenant (twelve months prior to date application for registration filed), or
 - c. qualifying income (no more than 100% median) *and* elderly or persons with disabilities
5. Exempts unit from condominium conversion fee for all units if
 - a. The building contains 10 units or less and
 - b. Has been registered as vacant for at least 12 months prior to conversion
6. The title company is responsible for collecting the condominium conversion fee and remitting it to DC
7. Prohibits the Seller from increasing the sales price of any unit to cover the expense of the condominium conversion fee

Condominium Conversion

Part 1 (Simultaneous with Part 2)

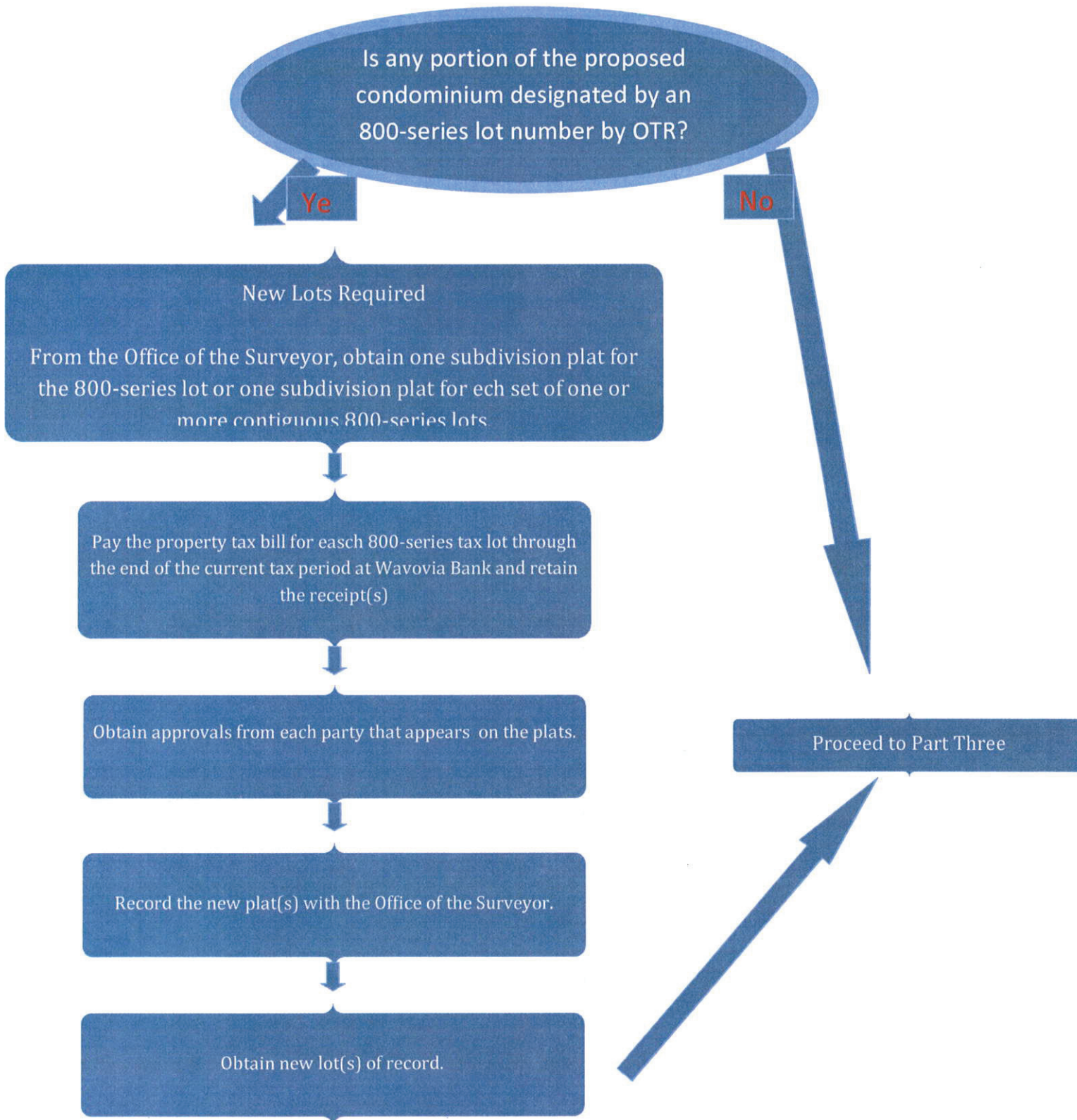
Preliminary Steps



Condominium Conversion

Part 2 (Simultaneous with Part 1)

Preliminary Steps



Condominium Conversion

Part 3

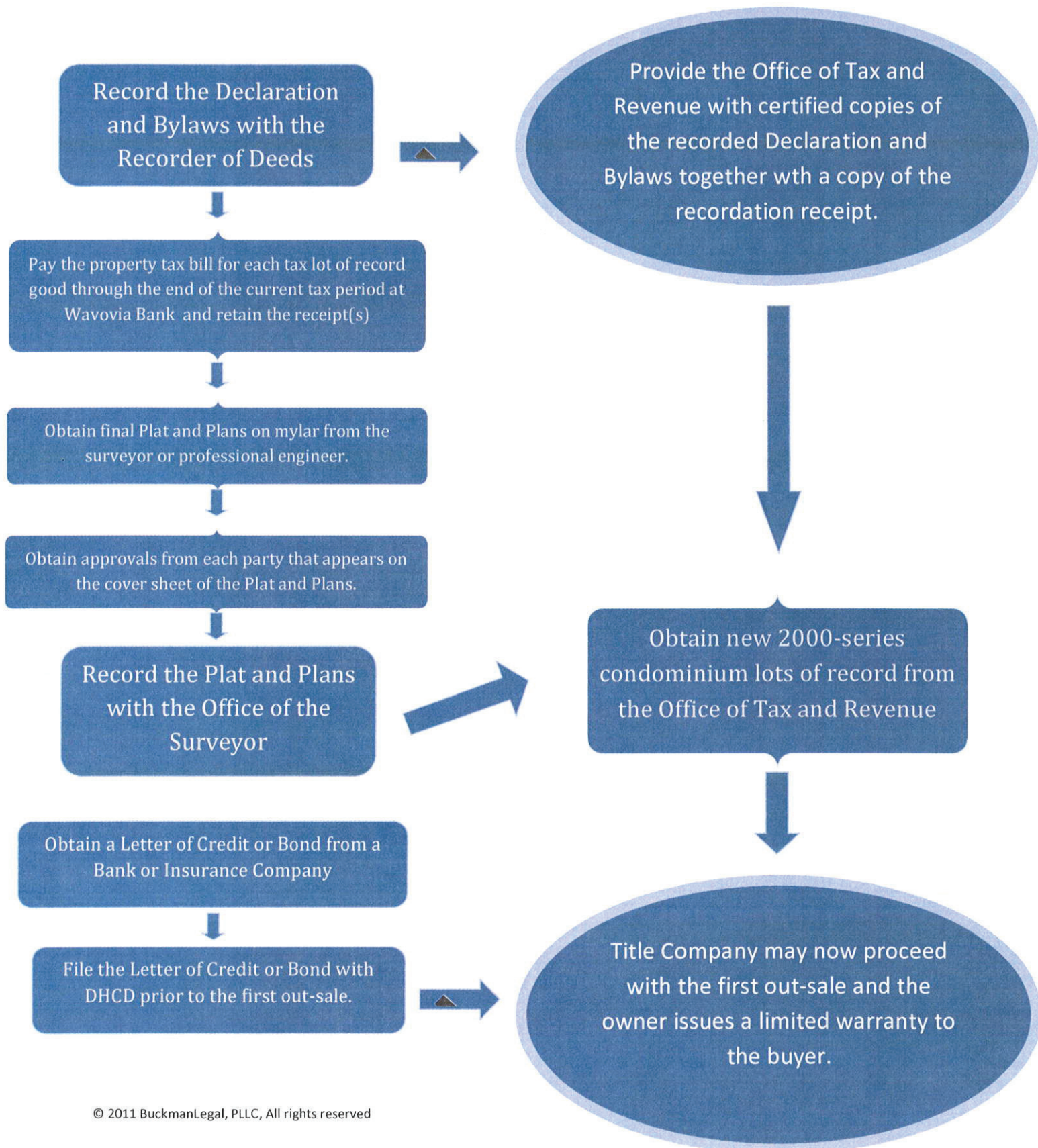
Registration of Condominium



Condominium Conversion

Part 4 (Simultaneous with Part 5)

Recordation



Condominium Conversion

Part 5 (Simultaneous with Part 4)

Offers of Sale

