

CITY OF SOMERVILLE
ORDINANCE NO. _____
IN THE BOARD OF ALDERMEN: _____

AN ORDINANCE AMENDING THE CITY OF SOMERVILLE CODE OF ORDINANCES BY DELETING AND REPLACING IN ITS ENTIRETY PART II, CHAPTER 7, ARTICLE IV, SECTIONS 7-61 THROUGH 7-76, ENTITLED “CONDOMINIUM CONVERSION AND REMOVAL OF RENTAL UNITS”.

NOW THEREFORE, be it adopted by the Board of Aldermen, in session assembled, that Part II, Chapter 7, Article IV, Sections 7-61 through 7-76 of the Somerville Code of Ordinances, entitled “Condominium Conversion and Removal of Rental Units” be hereby deleted in its entirety and replaced by the following Part II, Chapter 7, Article IV, Sections 7-61 through 7-68, entitled “Somerville Condominium/Cooperative Conversion Ordinance”.

SECTION 7-61. Declaration of Emergency.

Pursuant to the authority vested in the City of Somerville by Chapter 527 of 1983, as amended by Chapter 709 of 1989, and Chapter 218 of the Acts and Resolves of 1985, the City of Somerville finds and declares that a serious public emergency exists with respect to the housing of a substantial number of the residents of the City of Somerville. This rental housing emergency has been created by the lack of sufficient new rental housing production, by prolonged increases in housing costs at a rate substantially exceeding increases in personal income, and by increased costs of new housing construction and finance. In addition, the critical undersupply of housing in general within the surrounding region further exacerbates the emergency conditions that exists within Somerville. It has also been created by the effect of conversion of rental housing into condominiums or cooperatives. While these forms of home ownership may constitute an important and positive dimension in addressing the housing needs of the City of Somerville, absent sufficient new rental housing production, such conversion necessarily reduces the stock of rental housing otherwise available. A substantial and increasing shortage of rental housing, especially for the elderly, the handicapped, and persons and families of low and moderate income, has been and will continue to be the result of this emergency. Unless the available stock of rental housing, and the tenants who reside therein, receive further protection from the consequences of conversion of said accommodations to condominiums and cooperatives than the law now affords, this rental housing shortage will generate serious threats to the public health, safety, and general welfare of the residents of the City, particularly the elderly, the handicapped, and persons and families of low and moderate income. It is therefore necessary that such emergency be dealt with immediately.

SECTION 7-62. Title. This Ordinance shall be known and may be cited as the "Somerville Condominium/Cooperative Conversion Ordinance."

SECTION 7-63. Definitions. As used in this ordinance, the following words shall, unless the context clearly requires otherwise, have the following meanings:

“condominium review board”, the City of Somerville board established pursuant to Section 7-68 herein.

“condominium unit”, a unit in a housing condominium as that term is defined in chapter one hundred and eighty-three A of the Massachusetts General Laws.

“conversion permit”, the permit referred to in Section 7-67 herein.

“cooperative unit”, a unit in a housing cooperative as set forth in chapter one hundred and fifty-seven of the Massachusetts General Laws.

“condominium or cooperative conversion eviction”, an eviction of a tenant for the purpose of removing such tenant from a housing accommodation in order to facilitate the initial sale and transfer of legal title to a condominium or cooperative unit in such housing accommodation to a prospective purchaser or an eviction of a tenant by any other person who has purchased a condominium or cooperative unit in a housing accommodation when the tenant whose eviction is sought was a resident of the housing accommodation at the time the notice of intent to convert is given or should have been given to convert the building or buildings to the condominium or cooperative form of ownership pursuant to section 7-64; provided, however, that the eviction of a tenant for non-payment of rent or other substantial violation of a rental agreement shall in no event be deemed a condominium or cooperative conversion eviction, as long as the landlord would have taken the same action at the same time whether or not the owner was converting the building to condominiums. If a prior owner transfers property to a prospective purchaser where the owner knows or should have known that the prospective purchaser intends to convert the property to a condominium or cooperative unit, and such prior owner seeks to evict the tenant in anticipation of conversion, such eviction shall be deemed to be a condominium or cooperative conversion eviction for the purposes of this section. For purposes of this definition, the “initial sale and transfer of legal title” shall mean the first bona fide sale or proprietary lease for fair market value; and “eviction” shall include, without limitation, any action by an owner of a housing accommodation which causes substantial deprivation of a tenant’s beneficial use of such housing accommodation, materially impairs such tenant’s beneficial enjoyment of such housing accommodation, or is intended to compel such tenant to vacate or to be constructively evicted from such housing accommodation. An eviction shall be presumed to be a condominium or cooperative conversion eviction if the owner has the intent to convert, as defined herein.

“convert”, the initial offer, in any manner, for sale and transfer of title to any residential unit as one or more condominium units pursuant to an individual unit deed or deeds or, in the case of a cooperative, an individual proprietary lease or leases.

“elderly tenant”, a tenant who is a person or group of persons residing in the same unit of a housing accommodation any one of whom has reached the age of sixty-two years or over as of the date the notice provided for hereunder is given or should have been given.

“handicapped tenant”, a tenant who is a person or group of persons residing in the same unit of a housing accommodation any one of whom has a physical or mental impairment, as of the date the notice provided for hereunder is given or should have been given, which (1) substantially limits such person’s ability to care for him or herself, 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) would be eligible for housing for handicapped persons under the provisions of G.L. c. 121B, Section 1.

“housing accommodation”, any building or buildings, structure or structures, or part thereof, or land appurtenant thereto, or any other real or personal property rented or offered for rent for living or dwelling purposes, together with all services connected with the use or occupancy of such property, including two or more adjacent, adjoining, or contiguous buildings under common legal or beneficial ownership which are used in whole or in part for residential purposes, but not including the following:

- (i) housing accommodations which the United States or the commonwealth or any authority created under the laws thereof either owns or operates;
- (ii) housing accommodations in any hospital, convent, monastery, asylum, public institution or college or school dormitory operated exclusively for charitable or educational purposes, or in any nursing or rest home for the aged;
- (iii) housing accommodations in hotels, motels, inns, tourist homes, and rooming and boarding houses which are occupied by transient guests staying for a period of fewer than fourteen consecutive days; and
- (iv) single family dwellings.

“household”, all persons who occupy a unit in a housing accommodation, including a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share such unit.¹

“intent to convert”, the intent to make the initial sale and transfer of title to a residential unit in a housing accommodation as one or more condominium or cooperative units pursuant to an individual unit deed or deeds, or, in the case of a cooperative, a proprietary lease or leases. Factors which shall be considered in determining whether an owner has the intent to convert are:

- (i) a master deed or articles of organization for the housing accommodation has been prepared or recorded;
- (ii) the owner of the housing accommodation dwelling has prepared or is in the process of preparing a purchase and sale agreement for the sale of any unit as a condominium or cooperative unit;
- (iii) the owner has advertised for sale any unit in the housing accommodation as a condominium or cooperative unit;
- (iv) the owner has shown to any prospective purchaser a unit in the housing accommodation for the sale of such unit as a condominium or cooperative unit;
- (v) the owner has made any communication, written or oral, to any person residing in the housing accommodation expressly indicating an intent to sell any unit as a condominium or cooperative unit;
- (vi) the owner has had any unit in the housing accommodation measured or inspected to facilitate the sale of the units as a condominium or cooperative unit;

¹ “household” definition adapted from Community Development Block Grant regulations at 24 CFR 570.3.

- (vii) the owner has had the land surveyed, an engineering study performed or architectural plans prepared for the purpose of converting such housing accommodation into one or more condominium or cooperative units.

“low/moderate income tenant”, a tenant who is a person or group of persons residing in the same unit of a housing accommodation whose total income for the twelve months immediately preceding the date the notice provided for hereunder is given or should have been given is at or below 80% of Boston Area Median Income, adjusted for household size, as published annually by the U.S. Department of Housing and Urban Development.

“notice”, the notice of intent to convert required in Section 7-64(a) of this ordinance.

“owner”, a person who holds title in any manner to a building or housing accommodation, including without limitation, a corporation, partnership or trust, and an employee, agent, servant or other representative of such owner.

“tenant”, a person or group of persons who are collectively entitled to occupy a unit in a housing accommodation pursuant to a rental agreement written or implied, and who occupy such unit on the date that the notice required hereunder is given or should have been given.

“tenant subsidy”, any payment made by the federal or state government for or on behalf of any tenant to be applied toward the reduction of the tenant’s rental payment.

“unit” or “residential unit”, the room or group of rooms within a housing accommodation which is used or intended for use as a residence by one household.

SECTION 7-64. Regulation of Housing Accommodations

(a) If an owner has an intent to convert an unoccupied housing accommodation to the condominium or cooperative form of ownership, the owner shall give one year advance notice to the Condominium Review Board on a form prescribed by the Board. If an owner has an intent to convert an occupied housing accommodation to the condominium or cooperative form of ownership, such owner shall give to each tenant then residing in a unit in such housing accommodation a written notice, with a copy to the Condominium Review Board, stating the following in clear and conspicuous language:

- (i) that the owner intends to file (or has filed) a master deed at the Middlesex South District Registry of Deeds or Land Registration Office in Cambridge, thereby converting the housing accommodation to a condominium; or that the owner intends to file (or has filed) articles of organization with the secretary of the commonwealth, thereby converting the housing accommodation to a cooperative; and
- (ii) that the tenant shall have one year from the date the notice is given before the tenant shall be required to vacate the housing accommodation, except that any elderly, handicapped, or low/ moderate income tenant shall have five years from

- the date the notice is given before such tenant shall be required to vacate the housing accommodation; and
- (iii) that the tenant shall have a period of one hundred and twenty days, or one hundred and eighty days in the case of an elderly, handicapped, or low/moderate income tenant, from the date the notice is given to purchase the tenant's unit on terms and conditions which are substantially the same as or more favorable than those which the owner intends to extend and actually extends to prospective arms length purchasers during the applicable period following the expiration of said tenant's right to purchase, as provided in Section 7-64(c); and
 - (iv) that there is a permit review process involving a hearing before the City of Somerville Condominium/Cooperative Conversion Review Board and that the tenant will be notified of the time and date of the hearing on such removal permit at least two weeks prior to the hearing, and has a right to attend the hearing and to present evidence as to whether the owner has or has not met the requirements of the Somerville Condominium/Cooperative Conversion Ordinance; and
 - (v) that if the tenant does not purchase the tenant's unit or another unit in the housing accommodation, the tenant has a right to relocation benefits as provided in Section 7-64(d); and
 - (vi) that the owner is obliged to find comparable housing for elderly, handicapped, and low or moderate income tenants as provided in Section 7-64(e) or the notice period will be extended for up to two additional years; and that no change may be made in the tenant's rental agreement during the notice period, except that the owner may increase the rent at the expiration of the tenancy agreement by an amount not to exceed the sum which would result by multiplying said rent by the percentage increase in the consumer price index for all urban consumers as published by the United States Department of Labor, Bureau of Labor Statistics during the calendar year immediately preceding the date of the proposed rent increase, or ten percent, whichever is less and the owner may collect real estate taxes due under a valid tax escalation clause, provided such tax escalation clause was included within the rental agreement existing as of the date of the notice of intent to convert; and
 - (vii) that the tenant is entitled to an extension of the tenant's rental agreement to coincide with the period of notice, as provided in Section 7-64(f) of this ordinance; and
 - (viii) that the tenant is entitled to freedom from unreasonable disruption as a result of rehabilitation, repairs or improvements made by the owner during the period of notice, as provided in Section 7-64(g); and
 - (ix) that 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 mailed to the tenant by certified or registered mail, return receipt requested, or the date of service by a deputy sheriff or constable.

Notice shall be deemed given on the date when a written notice is delivered in hand to the tenant; mailed by express mail, certified mail, or registered mail, return receipt requested; or served by a deputy sheriff or constable.

The burden of proving that a tenant is elderly, handicapped, or low or moderate income shall, if contested, rest with the tenant. The owner shall be entitled to provide the tenant with a written request to disclose whether the tenant claims to be elderly, handicapped, or low or moderate income. In the event the tenant confirms in writing that they do not claim that they are elderly, handicapped, or low or moderate income, then there shall be a rebuttable presumption that the tenant is not elderly, handicapped, or low or moderate income, which presumption shall only be overcome by clear and convincing evidence to the contrary. Any tenant may request the Office of Strategic Planning and Community Development to assist the tenant in establishing its burden.

If an owner intends to sell or offer for sale fewer than all of the units in a housing accommodation, the owner shall give to each tenant in a unit which the owner does not intend to sell or offer for sale within the one-year or five-year period of the notice (whichever is applicable) a notice which (a) informs such tenant of the date when the owner reasonably expects to offer the tenant's unit for sale and (b) states that, on or about such date, the owner will give to the tenant the notice required by Section 7-64(a)(i)-(ix) hereunder; and thereafter, at such time as the owner is ready to offer the unit for sale, the owner shall give the tenant then occupying such unit the notice required by Section 7-64(a)(i)-(ix) hereunder. Notice must be transmitted in additional languages such as, but not limited to, Spanish, Portuguese, or Haitian Creole if a need has been identified.

If a tenant who is entitled to receive the notice of intent to convert vacates such tenant's unit either before the initial sale and transfer of title to the residential unit as a condominium unit has occurred, and/or after the owner has otherwise already obtained a conversion permit for a unit which has not expired pursuant to Section 7-67(b), then the owner shall give each prospective tenant of the unit written notice, prior to the inception of the tenancy, which informs such prospective tenant that the unit is being or will be offered for sale as a condominium or proprietary lease as a cooperative, but such prospective tenants shall not be entitled to the protections of this ordinance, except that they shall be entitled to the benefits of any remaining notice period for which the original tenant was entitled to, not to exceed one year. If such notice is not provided to the prospective tenant prior to the inception of the tenancy, the prospective tenant will then be afforded full tenant rights pursuant to Section 7-64(a) and the applicable notice period will restart in accordance with the status of the new tenant.

(b) No person shall seek or conduct a condominium or cooperative eviction in a housing accommodation until the expiration of the notice period required under Section 7-64(a). Nothing in this ordinance shall be deemed to preclude the tenant from seeking to use the owner's failure to comply with this ordinance as a defense to any summary process eviction proceeding to the extent permitted by law.

(c) An owner shall extend to a tenant who is entitled to receive notice of intent to convert an exclusive right to purchase such tenant's unit, which right shall extend for a period of one hundred and twenty days, or one hundred and eighty days in the case of an elderly, handicapped, or low/moderate income tenant beginning on the date the tenant receives a purchase and sale agreement from the owner containing the same or more favorable terms of sale than those the owner intends to offer to prospective arms length purchasers. A copy of such agreement shall

be contemporaneously provided to the Condominium Review Board. Once the owner sets these terms, the owner may not sell the condominium unit for less than the set terms for 180 days from the day the tenant is notified of the sale terms for their unit. The tenant may exercise the right to purchase the tenant's unit by executing such purchase and sale agreement within the applicable period, whereupon the owner shall promptly countersign the agreement. If the tenant does not exercise the tenant's right to purchase and the tenant so notifies the owner prior to the expiration of the applicable period, the applicable period shall be deemed to have expired as of the date the owner receives such notice. The same applicable right of first refusal to purchase that is provided to the tenant shall also be provided to non-profit affordable housing developers, including, but not limited to, the Somerville Housing Authority, as well as the City of Somerville. The Office of Strategic Planning and Community Development shall maintain a list of such non-profit affordable housing developers. The applicable period for this right of purchase shall run concurrently with the tenant's applicable right to purchase. A non-tenant entity as set forth above wishing to purchase shall inform the owner of its intent to purchase within one hundred and twenty days of the notice and shall execute a purchase and sale agreement within thirty days of informing the owner of its intent to purchase. In the event that the tenant wishes to exercise his/her right to purchase, the tenant shall have priority over any other entity also wishing to purchase the condominium unit pursuant to a right of first refusal. Nothing herein shall be construed to provide any right to purchase, or obligation of any owner to sell, any unit for an amount which is less than the amount being offered to third parties.

With respect to unoccupied units, the owner shall provide a one hundred and twenty day right to purchase to non-profit affordable housing developers, including, but not limited to, the Somerville Housing Authority, as well as the City of Somerville, within thirty days of notification to the Condominium Review Board of the intent to convert. The Office of Strategic Planning and Community Development shall maintain a list of such non-profit affordable housing developers. A non-tenant entity as set forth above wishing to purchase shall inform the owner of its intent to purchase within one hundred and twenty days of the notice and shall execute a purchase and sale agreement within thirty days of informing the owner of its intent to purchase. Nothing herein shall be construed to provide any right to purchase, or obligation of any owner to sell, any unit for an amount which is less than the amount being offered to third parties.

(d) An owner shall pay to a tenant who is entitled to receive notice of the owner's intent to convert, and who does not purchase the unit which such tenant occupies or another unit in the same housing accommodation, a relocation benefit of \$10,000.00 per unit for elderly, handicapped, or low/moderate income tenants and \$6,000.00 per unit for all other tenants. This dollar amount shall be adjusted annually in February of each year, by an amount equal to the increase in the consumer price index for all urban consumers (as published by the United States Department of Labor, Bureau of Labor Statistics) during the immediately preceding calendar year. In the event that a tenant vacates the premises pursuant to a notice under this ordinance without having paid all rent due, the owner may subtract any sums owed from the required payment of moving expenses. However, in the event an elderly, disabled, low or moderate income tenant is seeking public or subsidized housing and requires a judgment for possession to be issued in order to obtain emergency status or other preference/priority necessary to access such housing or housing subsidy program on an expedited basis, such tenant shall continue to be

entitled to the relocation benefit whether or not the tenant has vacated by the end of the notice period, so long as the tenant vacates the unit within sixty days of any trial date set forth in a summary process complaint filed against the tenant, or such longer time period as agreed upon by the parties.

Relocation benefits shall be paid to the tenant within ten days after the date on which the tenant vacates the unit with the following exception: in recognition of the fact that many relocation costs must be paid in whole or in part before a tenant actually moves out, the owner shall, upon request of the tenant, make payments, up to the amount authorized by this section, directly to a moving company, realtor, storage facility, or successor landlord (upon receipt of a signed lease, tenancy at will agreement, or letter signed by the prospective landlord indicating that he/she has agreed to rent a particular unit to the tenant as of a date certain with a copy of proof of ownership), prior to the date on which they vacate the premises.

(e) Any owner shall assist elderly, handicapped, and low or moderate income tenants who are entitled to notice of intent to convert by locating, within the five-year period of the notice to such tenants, comparable rental housing within the City of Somerville which rents, for at least the remainder of the notice period, for a sum which is equal to or less than the sum which any such tenant had been paying for the tenant's unit. The failure of the owner of such residential property to find such comparable housing shall extend the period of notice required by Section 7-64(a)(ii) until the owner locates such comparable rental housing, or for two additional years, whichever occurs first.

(f) An owner shall give to a tenant who is entitled to notice of intent to convert an extension of such tenant's rental agreement, whether it be a lease or a written or oral tenancy at will, until the expiration of the notice period or the applicable right to purchase period, whichever is later. Conversely, if the one-year or five-year notice period would expire before the expiration date of such tenant's rental agreement, then the notice period shall be extended to coincide with the expiration date of such rental agreement.

The provisions of such rental agreement may not be modified by the owner except with respect to the amount of annual rent. The total increase in rent for any one year during the period of notice shall not exceed an amount equal to the sum which would result by multiplying said rent by the percentage increase in the consumer price index for all urban consumers as published by the United States Department of Labor, Bureau of Labor Statistics, during the calendar year immediately preceding the date of receipt of the notice of intent to convert, or ten percent, whichever is less; provided, however, nothing herein shall limit the right of an owner to any amounts which may be due under a valid tax escalation clause, provided such tax escalation clause was included within the rental agreement existing as of the date of the notice of intent to convert. The Condominium Review Board shall be notified of any rent increase on a form prescribed by the Condominium Review Board.

(g) The rights specified in Section 7-64 hereunder shall vest with a tenant at the time that the owner intends to convert any unit in such property to the condominium or cooperative form of ownership.

SECTION 7-65. Penalties for Violation.

Pursuant to Acts of 1983, §527, any owner who violates any provisions of this ordinance shall be punished by a fine of not less than one thousand dollars. Each violation of any provision shall constitute a separate offense. In the alternative, any person who violates this ordinance shall be punished by a fine in accordance with the provisions of Section 1-11 of the Somerville Code of Ordinances. Nothing in this ordinance shall preclude a tenant from seeking civil remedies for violation of this ordinance as permitted by law.

Any violation of this ordinance by an owner shall not affect the validity of a conveyance of a condominium unit or an interest in a housing cooperative to a purchaser for value who has no knowledge of the violation.

The Somerville District Court and the Middlesex Superior Court shall have jurisdiction over an action arising from any violation of this ordinance and shall have jurisdiction in equity to restrain or remedy any such violation. The City shall be entitled to initiate such actions.

SECTION 7-66. Notice to Tenants Given Prior to Date of this Ordinance.

In the case of any housing accommodation for which the applicable notice required under City of Somerville Ordinance 1985-9 was given prior to the adoption of this ordinance, the period of notice shall be deemed to have commenced on the date the notice was received by the tenant.

SECTION 7-67. Conversion Permit.

(a) Any owner who has an intent to convert a housing accommodation shall obtain a permit (“Conversion Permit”) for each unit in such housing accommodation.

(b) A Conversion Permit shall lapse and the owner shall reapply for a new Permit subject to the then current provisions of this Ordinance or any successor Ordinance in the case of either of the following: (1) the owner has failed to file a Master Deed within one year of the date on which the Conversion Permit has been granted; or (2) the unit for which a Conversion Permit has been granted has not been sold to a bona fide purchaser or leased by proprietary lease to a bona fide lessee within two (2) years after the date of the granting of said Permit.

SECTION 7-68. Condominium/Cooperative Review Board.

(a) There is hereby established a condominium/cooperative conversion review board (“Review Board”) to consist of five members, all of whom shall be City of Somerville residents. The failure of a Review Board member to reside in Somerville shall result in automatic termination of membership. Review Board members shall serve staggered terms of three (3) years each. The Review Board shall include two homeowners, two tenants, and one elderly, handicapped, or low or moderate income person, who may be either a homeowner or a tenant.

(b) Review Board members shall be appointed by the Mayor, subject to confirmation by the Board of Aldermen. For good cause shown, a Review Board member may be removed by the Mayor prior to the expiration of such member's term of office. Members of the Review Board shall receive such annual compensation as the Mayor shall propose and the Board of Aldermen shall approve.

(c) The Review Board shall have the power to enforce the provisions of this ordinance and shall be responsible for promulgating such policies and procedures as it may deem advisable in furtherance of its purposes. The Review Board may adopt rules and regulations by majority vote. Without limiting the generality of the foregoing, the Review Board shall be responsible for developing administrative forms, conducting hearings, and granting or denying Conversion Permits.

(d) A Conversion Permit shall be granted where all documents required by the Review Board have been submitted and the Review Board has made a determination at a public hearing, of which notice has been provided to tenants as required by paragraph (f) below, that the requirements of Sections 7-64 (a) through (h) in the case of a housing accommodation have been met. Notwithstanding the above, the Review Board may deny a Conversion Permit where documentation is incomplete in any material respect. The Review Board may also deny a permit if the Board finds that the hardships imposed on the tenants justify a denial. The Review Board may also impose reasonable conditions on the granting of a permit. The Review Board may deny a Conversion Permit where it has made a determination that any document or statement is false in any material respect. In addition, the Condominium Review Board, in its discretion, may deny a Conversion Permit if the Condominium Review Board finds that the owner has taken any action to circumvent the state or local condominium law, including, but not limited to, unreasonable rent increases, reduction or elimination of services, termination of tenancy without cause, or the imposition of new conditions of the tenancy. The Review Board may revoke a Conversion Permit previously granted where it makes a determination that any document or statement was false in any material respect at the time of the Review Board's decision to grant the Conversion Permit. The Review Board shall have the power to require the submission of additional documentation, including without limitation, purchase and sale agreements, deeds, agreements with real estate brokers, and/or cancelled checks, if in the Review Board's reasonable judgment, such documentation is necessary to ensure the fairness of its deliberations. The Review Board may, in its discretion, continue a hearing. A decision shall be rendered by the Review Board within forty-five days of the close of the public hearing. At the request of an owner, the Review Board shall conduct a preliminary public hearing, with notice to tenants as provided in paragraph (f) below, for the purpose of determining whether the notice required by Section 7-64(a) has met the requirements of this Ordinance as to content and service, but a Conversion Permit shall not be issued until the final public hearing described above, at which the Review Board has determined that all other requirements of this Ordinance have been met.

(e) In addition to other documentation required for a Conversion Permit, an owner applying for a Permit shall submit with the application a complete list of names and contact information of (i) current tenants; (ii) former tenants who vacated during the previous twelve months; (iii) any tenant who was evicted during the previous twelve months along with a copy of the summons and complaint; and (iv) any tenants who received a notice to quit or a notice of rent

increase during the previous twelve months, with a copy of the notice to quit and/or the notice of rent increase.

(f) The Review Board shall be responsible for giving written notice to the tenants described in paragraph (e) above stating the date, time, and place of any public hearing regarding the housing accommodation in which such tenants reside or formerly resided. Tenants may waive any or all rights under this Ordinance by executing and providing to the Review Board a written waiver in the form prescribed by the Review Board.

(g) Review Board members shall be deemed public employees for purposes of G.L. c. 258. Review Board members shall be deemed special municipal employees for purposes of G.L. c. 268A.