

CONDOMINIUM CONVERSIONS IN WASHINGTON, DC

Generally a condominium conversion process involves three parts.

- PART I: Obtain a Certificate of Eligibility (or Exemption) to convert to a condominium.
 PART II: Apply for Registration of the condominium.
 PART III: Record the Condominium Documents.

Within each part are numerous steps that must be precisely completed. Significantly, condominium units cannot be sold until all three parts have been completed. The conversion process takes a minimum of eight weeks.

Some of the estimated expenses involved in the process are:

<i>PARTY</i>	<i>ESTIMATED EXPENSE (2007) \$</i>	<i>NOTES</i>
Surveyor/Engineer	2,000 +	Plats & Plans
Architectural	1000 +	Reports
District of Columbia	*2,000 +	CCCB: \$37/unit DC Surveyor's Office ~\$390 + \$20/page (Plats & Plans) Tax & Revenue (property taxes/clean city) Recorder of Deeds Recordation of Dec. & Bylaws: ~\$350 Cert. copies: ~\$125
Legal	5,450 +	Vacancy/Registration/Recordation/Process
EST. TOTAL	< **10,450 +	Varies by parties retained

TIMELINE*:

1.	OBTAIN CERTIFICATE OF ELIGIBILITY OR EXEMPTION*	~ 21 days [vacancy exemption]
2.	HIRE SURVEYOR AND OBTAIN PLATS AND PLANS*	~ 14 - 30 days
3.	HIRE ARCHITECT AND OBTAIN REPORTS*	~ 14 - 30 days (concurrent)
4.	PRODUCE INFORMATION REQUESTED BY ATTORNEY*	ASAP
5.	DRAFT CONDOMINIUM DOCUMENTS / FILE APPLICATION FOR REGISTRATION	(within two weeks after receipt of all requested documents);
6.	RESPONSE FROM CONDOMINIUM CONVERSION OFFICE*	within 60 days
7.	RESPONSES TO COMMENTS	~ 2 weeks (where necessary)
8.	RECORD CONDOMINIUM*	~ within 45 days after Registration

*subject to the control of third parties/government agencies

B. Vacant Residential Building

Where the building is vacant, in order to qualify for conversion, the owner must establish that the building is completely vacant as of the date of the application for a vacancy exemption and that the vacancy was not created through notice(s) of discontinuance of use or demolition. An affidavit as to efforts to determine from prior owners that the property did not become vacant through unacceptable means is required. The District uses a specific form for the application.

The other information needed for the application for exemption is as follows:

name of the owner of the property;
officers or partners of the ownership entity;
copy of the partnership agreement and/or articles of incorporation and bylaws of owner;
address and telephone number of owner;
address and legal description of the property;
date of acquisition of the property;
number of units;
distribution of residential vs. commercial units, if applicable
estimated sales price per unit after conversion
as much detail as possible in reference to how property became vacant; also
please describe efforts to determine the reason for vacancy from prior owners.

After review of the application for exemption the Applicant receives a Letter of Exemption of the form:

The above referenced property is exempt from the provisions of Title II of the Rental Housing Conversion and Sale Act of 1980, as amended, (D.C. Law 3-86), pursuant to Section 210 of the Act. You may now file the Application for Registration needed to convert the property to a condominium. You have 180 days from the date of this letter to submit the Application for Registration.

Upon approval of the exemption, the second stage, which is the application for registration, can be processed.

APPLICATION FOR VACANCY EXEMPTION FOR
CONVERSION TO CONDOMINIUM OR COOPERATIVE

Date: _____

Mrs. Lauren J. Pair
Housing Regulations Specialist
Condominium and Cooperative
Conversion and Sales Branch
D.C. Department of Consumer
And Regulatory Affairs
941 North Capitol Street NE 7th Floor
Washington, DC 20001

Dear Mrs. Pair,

Application is hereby made for exemption of the property located at: _____
_____ Washington, DC 200 _____ from Title II of the Rental Housing Conversion and Sale
Act of 1980, as amended.

1. The name of the applicant is: _____

A. Is the applicant a tenant organization? YES ___ NO ___

B. If the applicant is a partnership, the names of the partners are: _____

C. If the applicant is a partnership, the principal officers are: _____

and the owner(s) of ten percent (10%) or more of the corporation stock
is/are _____

2. The address and telephone number of the applicant is: _____

3. The address of the housing accommodations is _____
The lot is: _____ and the square is: _____ The Advisory Neighborhood Commission
number is: _____.

4. The date of the purchase, or the anticipated date of purchase of the housing accommodation was
or is: _____.

5. The number of units in the housing accommodation is: _____

6. The estimated sale price per unit after conversion is as follows:
Efficiencies: \$ _____ Two Bedrooms: \$ _____
One Bedroom: \$ _____ Three Bedrooms: \$ _____

7. To the best knowledge and information of the applicant, the units in the housing accommodation became vacant as follows (State when and how):

8. State whether the applicant owned the housing accommodation on and at all times subsequent to July 17,1985: _____ YES _____ NO

A. If the application states "YES" above, the applicant hereby certifies that the applicant has not issued a notice to vacate for the immediate purpose of discontinuing the housing use and occupancy of the housing accommodation pursuant to D.C. Code Section 45-2551(i) (1)(A).

B. If the applicant stated "NO" above, the applicant hereby certifies, to the best knowledge and belief of the applicant, that the current owner has not issued a notice to vacate for the immediate purpose of discontinuing the housing use and occupancy of the housing accommodation pursuant to D.C. Code Section 45-2551 (l)(1)(A), nor is the current owner a purchaser from an owner who issued such a notice to vacate. In order to truthfully make the certification, the applicant states that the applicant affirmatively sought information from all of the owners of the housing accommodation as of and subsequent to July 17,1985.

Specifically, the applicant made the following inquiries (state names, dates and information obtained): _____

The applicant seeks the vacancy exemption for conversion of the housing accommodation to: _____ condominium _____ cooperative.

The undersigned, _____, under oath hereby attests that the above information is true to the best knowledge, information and belief of the applicant.

BY: _____

NAME: _____

TITLE: _____

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 200____.

NOTARY PUBLIC

My Commission Expires: _____