

DATE: [Date]

TO: [Tenant Name(s)]

ADDRESS: [Unit Number and Street Address]

RE: NOTICE OF INTENT TO CONVERT TO CONDOMINIUMS

Dear [Tenant Name],

Please be advised that the owner of [Property Name/Address] intends to file an application with [Local City/County Department] to convert the existing rental units into individual condominium units.

This decision has been made due to the increasing difficulty of maintaining the property as a rental under current local rent control regulations. The rising costs of operations and administrative requirements associated with these mandates have made the rental model no longer sustainable for the ownership.

What this means for you:

- This letter serves as a formal [60/120/180]-day notice of intent as required by law.
- Your current lease remains valid until [Lease End Date] or the expiration of this notice period.
- Under local law, you may have the "Right of First Refusal" to purchase your unit. Information regarding pricing and terms will be provided once the public report is issued.
- If you do not wish to purchase your unit, you will be required to vacate the premises by [Move Out Date].

We understand this is a significant change. We will provide further information regarding relocation assistance (if applicable) and scheduled inspections in the coming weeks.

Please contact [Manager Name] at [Phone Number/Email] if you have any questions regarding the conversion process.

Sincerely,

[Owner/Property Manager Name]
[Company Name]