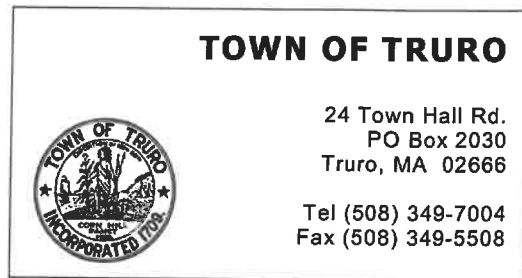


Step 2: Condominium Conversion Application



Date: _____

Establishment Name: _____

Property Address: _____

Mailing Address: _____

Designated representatives: _____

Telephone: _____

Email: _____

Please identify the type of conversion being sought:

- Existing Cottage Colony/Motel to seasonally restricted use (year-round manager's unit allowed)
- Existing Cottage Colony/Motel to year-round use (full property or individual units)
- Existing Condominium to year-round use (full property or individual units)

Current number of: Units Bedrooms

Unit #'s Going Year-Round: _____

Unit #'s Staying Seasonal: _____

Proposed number of: Units Bedrooms

Applicant Signature _____
Date

Submit the following documents in support of this application:

- Completed Declaration of Covenant (for newly created condominiums –seasonal or year-round use)
- Completed Modification/Removal of Covenant (existing condominiums)
- Parking plan (newly created condominiums)
approved: _____
Building Commissioner date
- Septic Plan (if required by Health Dept.)
approved: _____
Health Agent date

Current Septic System Inspection Report

_____ date

_____ year of installation

Property Compliance Checklist from Step 1 – Pre Application

Comments of the Health Agent

_____ Health Agent

_____ date

Comments of the Building Commissioner

New CO issued referencing the year-round units versus the seasonally restricted units.

_____ Building Commissioner

_____ date

The Town of Truro, as represented by its Select Board shall execute the attached Covenant subject to the successful completion of the required actions outline in the Condominium Conversion Process.

This application has been approved by the undersigned:

Select Board

_____ date

SAMPLE VOTE [STEP 2]

The undersigned being all of the Trustees of the _____ Condominium Trust, under a Declaration of Trust dated _____, and recorded with the Barnstable County Registry of Deeds [in Book ____, Page ____ or Document Number/Certificate of Title], hereby certify that the following vote was unanimously adopted in connection with the modification of the Declaration of Covenant to allow for the year-round occupancy of Units _____.

“The owners of Units _____ agree to be solely responsible for undertaking and completing all required upgrades and improvements to Units _____ and the common areas and to pay all costs associated therewith to convert to year-round occupancy. We further certify that the owners of Units _____, representing ____% interest in the common areas and facilities, by vote dated _____, approved the Condominium Conversion filings for Units _____.”

Attached hereto are copies of the portions of the Master Deed and the Declaration of Trust regarding amendments confirming that the requisite percentage for amendments to those documents is ____%.

[ATTACH TRUSTEE SIGNATURE PAGES]