

Notice of intent to convert a rental property to divided co-ownership

This notice is given in accordance with section 52 of the *Act respecting the Administrative Housing Tribunal*. It must be sent individually to each lessee and to the Tribunal administratif du logement, with proof of receipt. The lessor must keep proof that the served notices were received.

(Lessee name)

(Lessee address)

As the owner of the immovable situated at

(Address of immovable)

and in which you are the lessee of a dwelling, I hereby notify you of my intent to convert this immovable to divided co-ownership and to apply to the Tribunal administratif du logement for the authorization required for the conversion.

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Year Month Day (Signature of owner)

(Name of lessor, if different)

(Address of lessor)

INFORMATION

Required information

From the moment the notice of intent is given:

- The lessee has the right to maintain occupancy and may not be evicted in order to retake possession, unless the lease was transferred to the lessee after the notice was sent or unless the person became a lessee after the Tribunal administratif du logement authorized the owner of the property to proceed with the conversion.
- The lessor must obtain Tribunal authorization to carry out any work other than maintenance work or urgent repairs necessary to preserve the property. If the Tribunal authorizes any work that requires the lessee to temporarily vacate the dwelling, it will fix the amount of compensation that the owner must pay the lessee for reasonable expenses that the lessee incurs as a result of vacating the dwelling.
- The prohibitions against repossession of a dwelling and against carrying out work shall cease if the owner notifies the lessee in writing that they no longer intend to convert the property, if no application is submitted to the Tribunal by the required deadline or if the declaration of co-ownership is not registered within the time prescribed by law or fixed by the Tribunal.
- The lessee must be given 24 hours' notice if the lessor intends to make or carry out readings, appraisals or other activities prior to the conversion or to have the dwelling visited by a prospective buyer.

No declaration of divided co-ownership may be registered for a rental property unless the Tribunal administratif du logement has given prior authorization to proceed with the conversion. The Tribunal's authorization must contain the names of the lessees against whom neither the lessor nor any subsequent buyer of the dwelling may exercise the right to retake possession.

Before selling a dwelling for the first time to any person other than the lessee, the owner must offer it to the lessee at the same price and on the same conditions as those agreed with the other person. The form that the owner must use for the offer is prescribed by law.

If necessary, the lessee may obtain further information from the Tribunal administratif du logement.