

**PROCEDURES FOR CONVERSION OF**  
**RESIDENTIAL RENTAL PROPERTIES TO THE**  
**CONDOMINIUM FORM OF OWNERSHIP**

1. The applicant shall submit the following:
  - a. Name and address of the applicant, and attorney;
  - b. The proposed condominium conversion documents;
  - c. Date of last site plan approval for the project and a copy of the site plan;
  - d. Date of last major use approval for the project;
  - e. Folio number(s) of the property;
  - f. Legal description of the property to be converted;
  - g. A statement of intended changes to uses and improvements within the site such as clubhouse, recreation areas, etc;
  - h. A pro forma title report and a copy of the documents referenced as exceptions to title insurance coverage and a copy of the documents that are to be amended or released as a requirement of title insurance to be issued;
  - i. A copy of writings concerning State of Florida building condition disclosures as required by law.
2. The applicant shall submit a \$3500 cost recovery deposit. Staff time will be monitored and the cost of processing the request computed. Upon completion of the City's review and prior to submittal of the necessary letter to the Division of Florida Land Sales, Condominiums and Mobile Homes (the Division), the initial payment will either be supplemented or a refund given as appropriate
3. Upon receipt of the above, the Community Development Department will review the project files, conduct a site visit, and prepare a report on site visit findings and confirm zoning and the status of unified control and need for revisions to unified control documents.
4. The Community Development Department will also review the property to determine compliance with the City's adopted Community Appearance Standards.
5. The Building Official will be consulted to determine the type of code compliance review required, or in the alternative, the Building Official may require certification of an architect or engineer authorized to practice in this state as to the condition of components of the existing improvements including but not limited to: roof, structure, fireproofing and fire protective systems, elevators, heating and cooling systems, plumbing, electrical systems and all other improvements requiring disclosure under Section 718.502 (1)(a), Florida Statutes.

6. The Building Official may additionally require certification by an architect or engineer authorized to practice in this state as to the condition of life safety elements of the building.
7. The Community Redevelopment Manager will be asked to review the application for any property located within the Community Redevelopment Area in order to determine consistency of the proposed conversion with the goals, objectives and priority projects of the adopted Community Redevelopment Plan.
8. The City Attorney may be requested to review the Condominium documents to ensure they comply with current uniform control requirements.
9. Upon completion of the above, the Community Development Department will letter of compliance to the Division.