# September 20, 2022

Dear Escondido Mobilehome Park Owner:

To ensure effective oversight of the City of Escondido’s mobilehome vacancy control, each park owner must submit an Annual Rent Control Survey to the Housing & Neighborhood Services Division. A complete and accurate survey is required by the Mobilehome Rent Review Board Guidelines (Section 12M-7).

Please complete the following documents:

* 2022 Mobilehome Park Contact Information
* 2022 Annual Rent Control Survey
* Annual Permit to Operate and all fees (if applicable)

All of these documents are attached in this email or can be accessed on the City’s website under **Mobilehome Rent Review – Mobilehome Rent Control Administration – Mobilehome Park Owners – Annual Update Forms**. Please review these forms carefully as some information has changed from the previous year.

City staff will review the accuracy of the information and publish a report on the average space rents for mobilehomes on the City’s website. The maximum rent for a rent-controlled space is $1,056.83 as of July 1, 2022 and reflects any increase in CPI.

The Annual Rent Control Survey must be emailed to Holly Nelson, Housing & Neighborhood Services, at hnelson@escondido.org by **October 15, 2022**. If you have difficulty meeting this deadline, please contact her directly as extensions may be given on a case-by-case basis. Forms not received by the 15th may face additional fees.

If your park has sold within the past year, you are required to submit a “Transfer of Ownership” with a $10 fee to the City’s Code Compliance Division at 201 N. Broadway, Escondido, CA 92025. Please make the check payable to the City of Escondido and include your park’s name and change of ownership in the memo. A U.S. Citizenship Form and a $13 check is also required and must be submitted to HCD. The address for the U.S. Citizenship Form is located on the application. Delays in submitting any change in ownership forms or fees may interfere with future short or long-form hearings.

If you have any questions regarding the Annual Rent Control Survey or other mobilehome-related questions please contact me at hnelson@escondido.org or (760) 839-4518.

Sincerely,

Holly Nelson, Housing & Neighborhood Services Manager