

CITY OF ESCONDIDO  
SHORT-FORM

MOBILEHOME PARK APPLICATION FOR  
SPACE RENT INCREASE



201 NORTH BROADWAY  
ESCONDIDO, CALIFORNIA 92025-2798

Phone: (760) 839-4554

Fax: (760) 741-0619

# CITY OF ESCONDIDO

## MOBILEHOME RENT REVIEW BOARD

### INSTRUCTIONS FOR SHORT FORM RENT REVIEW APPLICATION

*These instructions are to assist you in successfully completing your rent review application.*

#### GENERAL INSTRUCTIONS:

1. Please **type or print** clearly in black ink on all application forms. Please complete all sections.
2. Attach additional pages, as needed using only 8.5" x 11" letter size paper. Be sure to identify the name of the park on all attachments. Once your application is complete, **please number the pages**.
3. Provide one (1) original and five (5) copies of the entire application. Please remember to number the pages of your completed application before copying.
4. All applications must include five (5) sets of gummed address labels\* addressed to park residents affected by the proposed increase, including park name, address, and space number.

**Example:** John Doe  
Escondido Mobile Estates  
200000 Washington, Space 1  
Escondido, CA 92025

*\*Be sure to include labels with the park owner's name and address and/or his/her representative on the sets of gummed labels.*

#### Mobilehome Park Space Rent Sheets

This section shows rental amounts for each space affected by the application, since the date of the last increase (or the past two years if no rent review hearing has been held during that period). Please read the instructions carefully on the space rent worksheets and be sure to include the totals in the appropriate boxes.

## **Owner's Affidavit**

This form must be signed by the park owner and notarized, attesting to the accuracy of the submitted information.

### **REVIEW:**

Upon receipt of the application, the City has 30 days to determine if the application is complete. If it is not complete, further information will be requested from the applicant. When the application is complete, the applicant will be notified. For further details of the application process, please see the attached sheet which outlines the rent review process. We have also included a copy of the Rent Review Board Guidelines for you to reference. Please refer to Section 12 for short form application guidelines.

**The application and all supporting documents should be delivered to:**

City of Escondido  
Housing Division  
Attn: Michelle Henderson  
201 North Broadway  
Escondido, CA 92025

If you have any questions, please call Michelle Henderson, (760) 839-4554.

# **CITY OF ESCONDIDO**

## **MOBILEHOME RENT REVIEW BOARD**

### ***Short Form Rent Increase Application Checklist***

This list will assist you in making sure you have completed the minimum requirements for submitting a short form rent increase application.

\_\_\_\_\_ Ownership/Representative information completed on first page of application

\_\_\_\_\_ Affected space(s) rent worksheets

\_\_\_\_\_ Owner's Affidavit signed and notarized

\_\_\_\_\_ Five (5) sets of address labels

\_\_\_\_\_ Five (5) copies of your completed package plus the original

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**CITY OF ESCONDIDO**  
**201 North Broadway**  
**Escondido, CA 92025-2798**  
**(760) 839-4554**

**SHORT-FORM APPLICATION FOR MOBILEHOME SPACE RENT INCREASE**

Park Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Owner \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Representative \_\_\_\_\_ Telephone \_\_\_\_\_

*(If other than owner; all City correspondence will be addressed to this person)*

Address \_\_\_\_\_

Today's Date: \_\_\_\_\_ Period covered by CPI Request \_\_\_\_\_

Number of spaces in park \_\_\_\_\_ Number of spaces affected by the proposed increase \_\_\_\_\_

Date of last RRB increase on affected spaces: \_\_\_\_\_ Increase requested \_\_\_\_\_ % of CPI

Briefly describe the park. Include amenities and services provided without additional charge. Attach additional pages if more space is needed.

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**OWNER'S AFFIDAVIT**

County of San Diego        )  
State of California        :  
City of Escondido         )

I(We,) \_\_\_\_\_  
\_\_\_\_\_

being duly sworn, depose and say that I (We) am (are) the owner(s)/authorized representative(s) of the owner(s) of said park involved in this request and that the foregoing statements or answers contained herein and the information submitted herewith are in all respects true and correct to the best of my (our) knowledge and belief. I (We) make the foregoing statement, the statements and answers contained herein and declare under penalty of perjury that the same are true and correct.

Signed: \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Owner/Type or print name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Representative/Type or print name*

Mailing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Subscribed and sworn to before me this***

\_\_\_\_\_ day of \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
***Notary Public***