

CITY OF ESCONDIDO
SHORT-FORM

MOBILEHOME PARK APPLICATION FOR
SPACE RENT INCREASE



201 NORTH BROADWAY
ESCONDIDO, CALIFORNIA 92025-2798

Phone: (760) 839-6265
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 worksheet and be sure to include the totals in the appropriate boxes.

Mobilehome Park Space Rent Sheets

This section shows rental amounts and increases for each resident owned mobilehome sale in the park since June 24, 2020, or since the date of the last rent increase application, (whichever date is more recent). Please read the instructions carefully on the worksheet and be sure to include the totals in the appropriate boxes.

Owner's Affidavit

This form must be signed by the park owner, 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
Mobilehome Rent Control Administration
Attn: Belinda Rojas
201 North Broadway
Escondido, CA 92025

If you have any questions, please call Belinda Rojas, (760) 839-6265.

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

_____ In-Place Transfer/ Sale Worksheet

_____ Owner's Affidavit signed

_____ Five (5) sets of address labels

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

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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 _____

Site Manager _____ Telephone _____

Today's Date: _____

Date of last RRB increase _____ Period covered by CPI request _____

Number of Spaces in Park _____ Spaces affected by proposed increase _____

Change in CPI during period _____% 90% of change in CPI _____%

Increase requested by Park _____% # of In-Place Transfers as of 6/24/20 _____

or since last Rent Increase Application (whichever is more recent)

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

IN-PLACE TRANSFER/ SALE(S)

DIRECTIONS:

Enter the information for every in-place transfer of a resident owned mobilehome in the park after June 24, 2020, or since the last rent increase application, whichever date is more recent. "In-place transfer" means the transfer of the ownership of a mobilehome with the mobilehome remaining on the mobilehome lot following the transfer.

Final Space Rent - rent charged to the departing tenant for the final month of rent before the sale

Space Rent after Sale - rent paid by the new tenant for the first month after the sale

Park Average Space Rent - total amount of rent charged for all spaces in a mobilehome park occupied by a resident owned mobilehome, divided by the number of spaces in the park occupied by a resident owned mobilehome (calculated on the most recent annual rent control survey)

Use additional Sheets if necessary

Space #	Sale Date	Final Space Rent Before Sale (\$)	Space Rent After Sale (\$)	Park Average Space Rent	Current Lease Type (LT/RC)

OWNER'S AFFIDAVIT

I (We,) _____

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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: _____

