

CITY OF ESCONDIDO
SHORT-FORM

MOBILEHOME PARK APPLICATION FOR
SPACE RENT INCREASE



201 NORTH BROADWAY
ESCONDIDO, CALIFORNIA 92025-2798
Phone: (760) 839-4518
hnelson@escondido.org

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** on all application forms. Please complete all sections.
2. Attach additional Excel Spreadsheet listing the affected residents, percent proposed increases and the projected rent increase. Please include a separate tab for any in-place sales or transfers or newly signed long-term leases. 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 (4) copies of the entire application. Please remember to number the pages of your completed application before copying.
3. All applications must include five (5) sets of return mailing address labels addressed to the all of the Residents affected by the proposed increase, Park Owner and Park Management Company. including park name, address, and space number. Please put the resident name and/or current tenant. The City reserves the right to request additional mailers as needed.

Example: Current Resident
Escondido Mobile Estates
200000 Washington, Space 1
Escondido, CA 92025

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.

In-Place Transfer/ Sale(s)

This section shows rental amounts and increases for each resident owned mobilehome sale in the park since Jul, 1, 2020, or since the date of when the last rent increase application was deemed complete (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: Holly Nelson
201 North Broadway
Escondido, CA 92025

If you have any questions, please call Holly Nelson, (760) 839-4518 or hnelson@escondido.org.

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 (required)

_____ Five (4) sets of address labels

_____ Five (4) copies of your completed package plus the original

CITY OF ESCONDIDO
201 North Broadway
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(760) 839-4562

SHORT-FORM APPLICATION FOR MOBILE HOME 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 7/1/20 _____
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.

SPACE RENTALS

Complete for all spaces affected by Proposed Increase at: _____

Date of last application was deemed complete: _____

Date of last increase:

DIRECTIONS: 1. List the monthly rent for rent-controlled spaces (“RC”) collected for all affected spaces at the date the application was deemed complete. 2. List all long-term lease spaces (“LT”) that sold or signed a new agreement after February 13, 2020. 3. **If spaces have been added due to termination of long-term leases or space rents have been raised during a calendar year since the last increase was granted, list the highest rent paid for each space during that calendar year.** If the last increase was granted more than three years ago, use additional pages as needed. *This sheet may be duplicated as necessary.*

[illegible]**IN-PLACE TRANSFER/ SALE(S)**

DIRECTIONS:

Enter the information on all in-place transfer of a resident-owned mobilehomes in the park after July 1, 2020, or since the date of when the last rent increase application was deemed complete (whichever date is more recent). Please note the term “deemed complete” means when the Housing & Neighborhood Services staff deemed your previous application complete not when the Rent Review Board granted the increase. „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

[illegible]

OWNER'S AFFIDAVIT

I (We,) _____

—

being duly sworn, depose and say that I (We) am (are) 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

Park Owner/*Type or print name*

Signature

Representative/*Type or print name*

Mailing address: _____

