

CITY OF YUCAIPA



MOBILEHOME PARK RENT STABILIZATION PROGRAM

**Application By Park Owner
to the Yucaipa Mobilehome Rent Review Commission
For**

**Decrease in Rents Based on Discontinuance or
Reduction of a Service or Amenity**

Reference Yucaipa Municipal Code (YMC) Ch. 15.20 and
Administrative Rules Adopted Pursuant to Ch. 15.20

(YMC Ch. 15.20, Administrative Rules, and Applications and Forms may be accessed from the “Mobilehome Rent Stabilization Program” web pages at yucaipa.org)

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GENERAL INSTRUCTIONS

REQUIRED CONTENTS OF APPLICATION

1. One (1) copy of the completed application and all supporting documentation must be submitted in order for your application to be deemed complete. You must also submit an electronic copy of the application form and supporting documentation in jpeg or PDF format. Any additional supporting documentation requested by the Rent Administrator must be submitted to the City prior to the hearing on the application in accordance with the directions of the Rent Administrator. Supporting documentation includes, but is expressly not limited to: invoices, statements, bank records, cancelled checks, cancelled bills, financial statements (profit and loss statements and balance sheets), photographic evidence, citations and/or notices from governmental agencies, correspondence between the Park Owner and residents, and notices issued to Park residents. **ALL PAGES MUST BE NUMBERED BEFORE COPIES ARE MADE, AND ALL ATTACHMENTS MUST BE LABELED TO CORRESPOND TO THE RELATED SECTION OF THE APPLICATION FORM.**
2. A filing fee of \$1,750. All checks and money orders should be made payable to the City of Yucaipa. No application shall be deemed complete or set for hearing unless the Applicant has paid the required filing fee.
3. A Proof of Service (form attached) certifying that the Applicant:
 - (i) posted a Notice of Filing of Rent Decrease Application and a complete copy of the application (including all supporting documentation) in three locations in the Park, and;
 - (ii) served a Notice of Filing of Rent Decrease Application and a complete copy of the application (including all supporting documentation) by mail or personal delivery on the Park Resident Representative, informing him/her that the application was filed with the City. (The Park Owner's Notice of Filing of Application is enclosed with this Application Form as Attachment 2).
4. A Declaration Under Penalty of Perjury certifying that the applicant posted the application (including all supporting documentation) in three locations in the park. (form attached).
5. If you are a Park Owner Representative, you must include an authorization signed under penalty of perjury by the Park Owner confirming that they authorized you to file the application on their behalf. (The Authorization Form for the Park Owner Representative to Represent the Park Owner is enclosed with this Application form as "Attachment 1").
6. Four (4) sets of self-sticking address labels addressed to the Park Resident Representative and to each Park space showing the space number and address.

EXAMPLE:	Park Name:	Yucaipa Mobilehome Park
	Park Address:	12345 Main Street, Space #100
	City, State, Zip:	Yucaipa, CA 92399

PLEASE NOTE: An application will not be deemed complete until all information and documentation required by the application form pursuant to YMC §15.20.090 has been provided. An application will not be set for hearing before the City of Yucaipa Mobilehome Rent Review Commission until it is deemed complete.

FORMAT OF APPLICATION

1. The application shall be typed or printed in black ink.
2. All attached pages should be 8 ½" x 11".
3. All attachments must be paginated and labeled to correspond to the related section of the application that the attachment accompanies.

4. Applicants may submit copies of income tax forms or accounting ledgers but these may not substitute for pages of the application.

If information required in this application is unavailable for any reason, please indicate the reason for its unavailability at the appropriate section in the application.

DELIVERY OF APPLICATION

The application and all supporting documents must be delivered to:

Mobilehome Rent Review Commission
Attention: Mobilehome Rent Administrator
City of Yucaipa
34272 Yucaipa Blvd.
Yucaipa, CA 92399

CITY GUIDELINES FOR PROCESSING APPLICATIONS

A Park Owner may submit an application on his/her behalf, or may retain a representative to submit the application on his/her behalf.

Within thirty (30) days of receipt of the application, the Rent Administrator will notify the Applicant whether the application is complete. Submittal of a complete application and payment of the filing fee in full is required in order for the Rent Administrator to deem the application complete and set the application for hearing before the Mobilehome Rent Review Commission. All checks and money orders should be made payable to the City of Yucaipa.

The Rent Administrator will mail written notice of the application to the Park Resident Representative and Park residents as soon as the application has been determined to be complete. The Park residents and their resident representative will have twenty (20) days to file a written opposition or response to the application. Any rent decrease granted pursuant to this subsection shall be equal to the cost savings to the Park Owner as a result of the discontinuance or reduction in the service or amenity.

The Park Owner seeking a rent decrease shall have the burden of proving (with substantial evidence) that the service or amenity has been removed or decreased, and also has the burden to prove (with substantial evidence) the factual basis and methodology for the amount of the proposed rent decrease. A proposed rent decrease must be supported by competent written or oral evidence. Mere speculation shall not be sufficient to support a rent decrease under YMC 15.20.

Applications for rent decreases based on reduction or discontinuance of a service or amenity are governed by YMC §§15.20.090 and 15.20.105, and the Administrative Rules, Chapters 4 and 7, as adopted by City Council. Applications to the Commission are generally processed, heard and determined by the Mobilehome Rent Review Commission pursuant to YMC §§ 15.20.105 and 15.20.110, and Chapter 1 of the Administrative Rules.

Upon a determination by the City that your application is complete, you will be notified by written notice of the date set for your hearing before the Mobilehome Rent Review Commission.

It is the Applicant's responsibility to review pertinent sections in YMC Chapter 15.20 and the Administrative Rules, applicable to this type of application.

INQUIRIES

Questions should be directed to the Mobilehome Rent Administrator at (909) 797 2489, Extension 236.

PROOF OF SERVICE

I / (We), _____ declare as follows:

I (we) am (are) the **CHECK ONE** Park Owner Authorized Park Resident Representative(s) of the Park Owner of the Mobilehome Park listed below.

Name of Mobilehome Park: _____

1. [Complete if Park Owner Representative(s)] I (We) am (are) authorized to submit this application for a **CHECK ONE**:

- Rent Decrease Based on Discontinuance of Service or Amenity; and/or
- Rent Decrease Based on Reduction of Service or Amenity under YMC § 15.20.090 to the City of Yucaipa on behalf of the Park Owner listed in Attachment 4 of the Application.

2. On _____, a complete copy of the application (including all supporting documentation) and the Park Owner’s Notice of Filing of Rent Decrease Application were served on the Park Resident’s Representative, by **CHECK BOX** personal delivery or first class mail, addressed as follows [insert name and mailing or delivery address]

3. On _____, I posted a complete copy of the application (including all supporting documentation) and the Park Owner’s Notice of Filing of Rent Decrease Application at the following three locations in the Park:

- Park Office: _____
- Park Clubhouse: _____
- Location open to residents during business hours: _____

I will maintain a complete copy of the application (including all supporting documentation) in those three locations until the City issues its final decision on the application.

4. If I submit any additional documentation to the City in support of this application, I will also post that additional documentation in the three locations identified in Paragraph (3) until the City issues its final decision on the application, and I will provide a supplemental declaration to the City confirming the additional posting.

I declare under penalty of perjury under the laws of the State of California that the foregoing statements are true and correct.

Executed this _____ day of _____, 20 _____ at _____ California.

Signed: _____

Print Name: _____

Title/Capacity: _____

Mailing Address: _____

Phone: _____

[Notice to Applicant: If the person serving the application is different from the person posting the application, then each person must complete and sign a Proof of Service.]

**DECLARATION OF PARK OWNER/PARK OWNER REPRESENTATIVE UNDER
PENALTY OF PERJURY**

I declare under penalty of perjury under the laws of the State of California that all of the information, documentation, and statements contained in this application for a **[CHECK ONE]**:

Rent Decrease Based on Discontinuance of Service or Amenity

Rent Decrease Based on Reduction of a Service or Amenity

are true and correct.

Executed this _____ day of _____, 20 _____ at _____ California.

Signed: _____

Print Name: _____

Title/Capacity: _____

Mailing Address: _____

Phone: _____

[Notice to Applicant: If the person serving the application is different from the person posting the application, then each person must complete and sign a Proof of Service.]

APPLICATION INSTRUCTIONS

Each section must be typed or printed in black ink. Answer each question completely, and attach all documentation that supports each of your responses. **ALL ATTACHMENTS AND DOCUMENTATION MUST BE PAGINATED AND MUST BE LABELED TO CORRESPOND TO THE RELATED SECTION OF THE APPLICATION.**

SECTION I APPLICANT

Mobilehome Park Name: _____

Address: _____

City State Zip Code

Phone Number: _____ Facsimile (optional): _____

Parcel Numbers: _____

Complete Name(s) of Park Owner: _____

Park Owner's Mailing Address:
(PO Box is not acceptable) _____

City State Zip Code

Phone Number: _____ Facsimile (optional): _____

Email Address: _____

Park Owner Representative:
(Enter Name or "Same as Above") _____

Mailing Address:
(PO Box is not acceptable) _____

City State Zip Code

Phone Number: _____ Facsimile (optional): _____

Email Address: _____

SECTION II TYPE OF APPLICATION

Basis of application (please check appropriate box):

Discontinuance of Service or Amenity (Complete Sections III, IV, V, VI, VII, & VIII and provide all pertinent attachments)

(OR)

Reduction in Service or Amenity (Complete Sections III, IV, V, VI, VII, & IX and provide all pertinent attachments)

SECTION III RENT DECREASE REQUEST

Only discontinued or substantial reductions in services or availability of an amenity, which will result in a significant cost savings to the Park Owner, can be the basis of a rent decrease. Services or amenities that qualify under de minimis conditions (as outlined in Attachment 2) do not qualify as a rent decrease.

A. Amount of rent decrease requested by Park Owner (per month/per space): \$ _____
Explanation of the methodology used to determine the rent decrease request. Attach additional sheets as necessary and provide all supporting documentation labeled as "Section III – A".

B. Cost savings to Park Owner resulting from the discontinuance of the service or amenity (per month/per space): \$ _____
Explanation of the methodology used to determine the cost savings to the Park Owner. Attach additional sheets as necessary and provide all supporting documentation labeled as "Section III – B".

C. Explain whether the Park residents agree with the amount of the proposed rent decrease requested by the Park Owner. Attach additional sheets as necessary and provide all supporting documentation labeled as "Section III – C".

SECTION IV PARK OWNER NOTICE OF INTENT TO FILE APPLICATION

A. At least thirty (30) days before (but not more than sixty (60) days prior to) filing the application, did the Park Owner notify the affected Park residents, and the Park Resident Representative(s), in writing of the service or amenity that the Park Owner will discontinue or reduce and the basis therefor, and the amount of rent by which the Park Owner intends to reduce the rent?

Yes Date of request and notice of intent: _____ No

If your answer to Section IV (A) is "Yes", attach a copy of your written notice of intent to file an application for a rent decrease, along with Proof of Service of the notice on residents and the declaration under penalty of perjury certifying that the notice has been served in accordance with the Ordinance and the Administrative Rules and label documents as "Section IV – A".

If your answer to Section IV (A) is "No", please do so prior to submitting this application to the City. (Reference Administrative Rules, Section 7.0006(A).)

SECTION V RESIDENT MEETING (OPTIONAL)

Prior to filing an application for a rent decrease, the Park residents or Park Owner may request a resident meeting to discuss the proposed application. Failure to hold a resident meeting will not preclude the granting of an application for a rent decrease under YMC §15.20.090.

A. Prior to the submittal of this application, did the Applicant (Park Owner/Park Owner Representatives) hold a meeting with the Park residents or Park Resident Representatives prior to filing this application?

Yes Date of Meeting: _____ No

B. Attach all documentation that supports your response to this Section V including, but not limited to, sign-in sheets, notice of meeting, materials handed out at meeting, record of vote or other action taken at meeting, and label documents as "Section V – B".

SECTION VI SERVICE OR AMENITY ALREADY DISCONTINUED OR REDUCED

A. Prior to filing this application, did the Park Owner already reduce or discontinue the service or amenity?

Yes Date reduced or discontinued: _____ No

B. Has the level of the service or amenity been restored to prior level(s)?

Yes Date restored: _____ No

C. Did the Park Owner or anyone on their behalf provide any explanation to the residents for the reduction or discontinuance of the service or amenity?

Yes No

If your answer is "Yes", attach a copy of the Park Owner's written explanation as to why the service or amenity was discontinued or reduced and label documents as "Section VI – C". If the Park Owner's response was verbal, set forth an explanation of the Park Owner's response in the spaces provided below. Attach additional sheets as necessary and provide all supporting documentation and label as "Section VI – C".

D. Provide photographs of the before and after-condition (where feasible). Attach additional sheets as necessary and provide all supporting documentation and label as "Section VI – D".

SECTION VII RENT DECREASE ALREADY IMPOSED

A. Prior to filing this application, has the Park Owner already decreased the rent due to the discontinuance of or reduction in the service or amenity?

Yes No

B. If "Yes", please provide the following information:

- 1. Amount of rent decrease(s) already imposed (per month/per space): \$ _____
- 2. The date of notice of rent decrease: _____
- 3. The effective date of the rent decrease: _____

SECTION VII RENT DECREASE ALREADY IMPOSED

- 4. Attach copies of the following documentation:
 - The rent decrease notice issued to the resident(s). Label document as “Section VII – B”.
 - Written explanation provided by Park Owner to the Park residents regarding the reduction or discontinuance of service or amenity and justification of the rent decrease amount. Label document as “Section VII – B”.

If the Park Owner’s response was verbal, set forth an explanation of the Park Owner’s response in the spaces provided below. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section VII – B”.

- C. Has the Park Owner and/or Park Owner’s Representative received written or verbal responses contending that the amount of the rent decrease is insufficient?

Yes No

If your answer is “Yes”, set forth the verbal contentions received in the spaces below and attach all written contentions received. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section VII – C”.

SECTION VIII APPLICATION BASED ON DISCONTINUANCE OF SERVICE OR AMENITY

If the Park Owner’s application is based on the discontinuance of a service or amenity, answer all of the following questions and attach all supporting documentation.

- A. Specify type and a detailed written explanation of service or amenity proposed to be discontinued. Do not include any de minimis conditions (Attachment 2).

- B. Date that the service or amenity was initially provided: _____

Where feasible, attach photographs of the service or amenity proposed to be discontinued and label photographs as “Section VIII– B”.)

- C. The date the Park Owner proposes to discontinue the service or amenity: _____

- D. Does the discontinuance of the service or amenity have any impact on resident(s) health or safety?

Yes No

Provide a written explanation for your response and attach copies of any notices, orders or findings issued by any other state, federal or local agency confirming or addressing the proposed discontinuance of the service or amenity, or any finding that the service or amenity is inadequate or does not comply with the law.

SECTION VIII APPLICATION BASED ON DISCONTINUANCE OF SERVICE OR AMENITY

Attach additional sheets as necessary and provide all supporting documentation labeled as “Section VIII – D”.

SECTION IX APPLICATION BASED ON REDUCTION OF A SERVICE OR AMENITY

If the Park Owner’s application is based on a proposed reduction of a service or amenity, answer all of the following questions and attach all supporting documentation.

- A. Specify type and a detailed written explanation of the proposed reduction in service or amenity. Do not include de minimis conditions (Attachment 2).

- B. Date service or amenity was initially provided: _____

(Where feasible, attach photographs of the service or amenity proposed to be reduced and label photographs as “Section IX – B”.)

- C. Describe the current level of the service or amenity provided by the Park Owner. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section IX – C”.

- D. Describe the level of service proposed to be provided after the reduction in the level of the service or amenity. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section IX – D”.

- E. The date the Park Owner proposes to reduce the service or amenity: _____

- F. The reason(s) for the proposed reduction in the level of the service or amenity to be provided:

SECTION IX APPLICATION BASED ON REDUCTION OF A SERVICE OR AMENITY

G. Does the reduction of the service or amenity have any impact on resident health or safety?

Yes No

Provide a written explanation for your response and attach copies of any notices, orders or findings issued by any other state, federal or local agency confirming or addressing the alleged reduction of the service or amenity, or any finding that the service or amenity is inadequate or does not comply with the law. Attach additional sheets as necessary and provide all supporting documentation labeled as "Section IX – G".

H. Date of commencement of the tenancy of the affected resident(s) that reside in the Park: (Complete Attachment 4)

ATTACHMENTS

- (1) Authorization Form for Park Owner Representative to Represent Park Owner
- (2) Park Owner’s Notice of Filing of Application for Rent Decrease
- (3) Administrative Rules – Chapter 7 (Schedule A) – De Minimis Conditions
- (4) Listing of Park Residents Commencement of Tenancy

**ATTACHMENT 1 - AUTHORIZATION FORM FOR PARK OWNER
REPRESENTATIVE TO REPRESENT PARK OWNER**

(This form is optional. The Park Owner Representative may also submit any written authorization on behalf of the Park Owner, such as a letter from the Park Owner or other documentation confirming designation of applicant as representative of the Park Owner.)

By signing below, each individual hereby declares as follows:

1. I am a Park Owner of the following mobilehome park: _____
2. I hereby appoint and authorize _____ [name of Park Owner Representative] to submit the attached Application for Rent Decrease Based on Discontinuance or Reduction in Service or Amenity (“Application”) to the City of Yucaipa. I agree to be bound by each of the entries and representations made by said person(s) to the same extent as if I had completed the Application Form myself.

Print Name	Signature	Date Signed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[THIS PAGE MAY BE DUPLICATED AS NEEDED]

ATTACHMENT 2 – PARK OWNER’S NOTICE OF FILING OF RENT DECREASE APPLICATION

[Instructions to Park Owner and/or Park Owner Representative(s): You must post one copy of this Notice at each location listed below until the City issues its final decision on the application].

TO ALL PARK RESIDENTS AND PARK RESIDENT REPRESENTATIVE(S):

PLEASE TAKE NOTICE that on _____, 20____ I filed an application for a [CHECK ONE]:

- Rent Decrease Based on Discontinuance of a Service or Amenity; and/or
- Rent Decrease Based on Reduction of a Service or Amenity

under YMC §15.20.090 of the City of Yucaipa Mobilehome Rent Control Program (Yucaipa Municipal Code, Chapter 15.20, §§ 15.20.010 through 15.20.140) with the Rent Administrator of the City of Yucaipa. A complete copy of the application may be reviewed at City Hall, City of Yucaipa, located at 34272 Yucaipa Boulevard, Yucaipa, CA 92399.

I also served a complete copy of the application (including all supporting documentation) on the Park Resident Representative, _____.

A complete copy of the application is also posted in each of the following three locations in the Park:

- Office: _____
- Park Clubhouse: _____
- Location open to residents during business hours: _____

A complete copy of the application will be maintained in those three locations until the City issues its final decision on the application. Any additional documentation that I submit to the City in support of the application will also be posted in those three locations until the City issues its final decision on the application.

Questions regarding the City’s procedures for processing and hearing on the application, and the residents’ right to respond to the application, should be directed to the City of Yucaipa Rent Administrator, at 909-797-2489 ext. 236. Questions regarding the contents of the application may be directed to the following person(s) on behalf of the Park Owner:

Name: _____ Title: _____
at (_____) _____.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 20____ at _____ California.

Signed: _____
Print Name: _____
Title: _____

POSTED: _____
Date Time Location

ATTACHMENT 3 - ADMINISTRATIVE RULES – CHAPTER 7 (SCHEDULE A) – DE MINIMIS CONDITIONS

Minimal changes (also known as “de minimis conditions”) do not qualify for a rent decrease under YMC Section 15.20.090 or this Chapter. The following list provides examples of de minimis conditions.

1. Air Conditioning: Failure to provide air-conditioning in non-enclosed public areas, such as hallways, stairwells, and other similar areas.
2. Appliances, Clubhouse and other Common Area: Chips on appliances, counter tops, fixtures or tile surfaces; color-matching of appliances, fixtures, or tiles.
3. Building Entrance Door: Removal of canopy over door; changes in door-locking devices, where security or access is not otherwise compromised.
4. Carpeting: Change in color or quality under certain circumstances, isolated stains on otherwise clean carpets, frayed areas which do not create a tripping hazard.
5. Cracks: Sidewalk cracks which do not create a tripping hazard; cracks in walls and ceilings that do not constitute any health or safety hazard, provided there is no water leak; street cracks which do not create any traffic hazard and which otherwise comply with the law where such streets are otherwise regularly maintained.
6. Decorative Amenities: Modification (e.g., fountain replaced with rock garden), removal of some or all for aesthetic reasons.
7. Doors: Lack of alignment, provided the condition does not prevent proper closing or locking of entrance doors or closing of interior doors.
8. Floors: Failure to provide furnishing, refinishing or waxing; discrete areas in need of cleaning or dusting, where there is evidence that janitorial services are being regularly provided and most areas are clean (See also Janitorial Services, Subsection 12).
9. Parking: Any condition that does not interfere with the use of the parking lot (if any) or an assigned parking space (e.g., peeling paint where there is no water leak).
10. Graffiti: Minor graffiti inside the building, any graffiti outside the building where the owner submits an “affidavit of on-going maintenance” indicating a reasonable time period when the specific condition will be next addressed.
11. Landscaping: Modification, failure to maintain a particular aspect of landscaping where the grounds are generally maintained.
12. Janitorial Services: Failure to clean or dust discrete areas, where there is evidence that janitorial services are being regularly provided because most areas are, in fact, clean.
13. Lighting in Common Areas or Other Public Areas: Missing light bulbs or fixtures where the lighting is otherwise adequate.
14. Common Area Decorative Items: Discontinuance of flowers (fresh-cut or artificial), modification of furniture, removal of some furnishings (determined on a case-by-case basis), removal of decorative mirrors, reduction in space where reasonable access and use remain (determined on a case-by-case basis), elimination of public area door mat, removal or replacement of window coverings.
15. Mail distribution: Removal of door-to-door or other methods of internal mail distribution where other forms of distribution (e.g., U.S. mail) are maintained.
16. Masonry: Minor deterioration, failure to repair or replace exterior bricks or other masonry where there is no interior leakage or other danger to health or safety.
17. Painting: Change in color in common areas when otherwise not in violation of any other applicable law or regulation; replacement of wallpaper or stenciling with paint in the common areas; isolated or minor areas where paint or plaster is peeling, or other similarly minor areas requiring repainting,

provided there are no active water leaks; any painting condition in any area that is not part of the common area or not usually meant for or used by the park residents; failure to repaint if less than seven years (exterior common area buildings or facilities) or less than four years (interior common area buildings or facilities).

18. Recreational Facilities: Modifications to: pool; shuffle board court(s); clubhouse, such as reasonable substitution of equipment, combination of areas, or reduction in the number of items of certain equipment where overall facilities are maintained.
19. Sinks: Failure to provide or maintain in recreational facilities, laundry room areas or clubhouse.
20. Storage Space: Removal or reduction of, unless storage space service is provided for in a specific provision of a lease or other rental agreement, or unless the owner has provided formal storage boxes or bins to the residents within three years of the filing of a resident's complaint alleging an elimination or a reduction in storage space service.
21. Maintenance Staff: Decrease in the number of maintenance staff, provided that there is no decrease in janitorial, landscaping, grounds keeping or other maintenance services.
22. Management: Decrease in the number of staff, other than security, provided there is no decrease in management services (elimination of on-site management office may be considered a reduction or discontinuance of a service upon a case-by-case basis).
23. Windows: Sealed, vented, other than in areas used by residents (e.g., laundry rooms); cracked fire-rated windows; peeling paint or other non-hazardous conditions of exterior window frames.

