

# **CITY OF YUCAIPA**



## **MOBILEHOME PARK RENT STABILIZATION PROGRAM**

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

**Rent Increase Based on Maintenance of Net  
Operating Income/Fair Return Standard**

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

(Links to YMC Ch. 15.20, Administrative Rules, and Applications and Forms may be accessed from the  
“Mobilehome Rent Stabilization Program” portion of [yucaipa.org](http://yucaipa.org))

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## **GENERAL INSTRUCTIONS**

### **REQUIRED CONTENTS OF APPLICATION**

1. Five (5) copies of the completed application or appeal along with an electronic copy (jpeg or pdf format) and any additional back-up/supporting documentation submitted which supports the requested rent adjustment(s). Back-up/supporting documentation shall include, but not be expressly limited to: bank records, cancelled checks, financial statements, (profit and loss statement, general ledger and balance sheet) actual invoices, receipts, bills or other documentation substantiating that the income was received or the expense was incurred. **ALL INFORMATION AND DOCUMENTATION SUBMITTED WITH AN APPLICATION SHALL BE PAGINATED AND SHALL ALSO BE CLEARLY MARKED TO CORRELATE TO THE SPECIFIC SECTION AND ITEM NUMBER APPLICATION TO WHICH IT PERTAINS.**
2. A filing fee of \$1,750. All checks and money orders should be made payable to the City of Yucaipa.
3. A Proof of Service (enclosed with this application) certifying that the Applicant (i) posted a Notice of Filing of Rent Adjustment Application (enclosed with this application) and a complete copy of the application (including all supporting documentation), in three locations in the Park and (ii) served a complete copy of the application (including all supporting documentation) and a Notice of Filing of Rent Adjustment Application, by mail or personal delivery, on the Park Resident Representative informing him/her that the application was filed with the City.
4. A Declaration Under Penalty of Perjury certifying that all information in the Application is true and correct (enclosed with this application).
5. 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 §15.20.100 and §15.20.105 and Resolution No. 2011-52 (Administrative Rules) have been provided and the filing fee paid in full.

### **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. (e.g. III.D.15. – p. 1; III.D. 15. – p. 2)
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 should 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**

The Applicant shall bear the burden of proof to justify a rent increase based on an application submitted under YMC 15.20.100 (A), (B), and/or (C). A rent increase will not be granted by the Commission under YMC §15.20.100 unless there is substantial evidence in support of the rent increase.

Upon receipt of an application, the Rent Administrator shall determine whether the application is complete. Within 30 days of receipt of the application, the Rent Administrator shall mail written notice to the Applicant advising him/her whether the application is complete.

It is the Applicant's responsibility as the Applicant to review pertinent sections in the YMC 15.20 and Resolution No. 2011-52, which sets forth the process and requirements for this type of application.

Rent adjustments by Application to the Commission are governed by YMC §15.20.100, §15.20.105 and the Administrative Rules, Chapters 1 and 4.

## **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(s) ☐ (Authorized Representative(s)) of the owner(s) 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 ☐ MNOI Rent Adjustment ☐ Adjustment to Base Year NOI Rent Adjustment and/or ☐ Fair Return Rent Adjustment, under YMC § 15.20.100 to the City of Yucaipa, on behalf of Park Owner [insert complete name of park owner]

2. On \_\_\_\_\_, a complete copy of the application (including all supporting documentation) and the Notice of Filing of Rent Adjustment Application were served on the Park Resident 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 Notice of Filing of Rent Adjustment 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.]

## NOTICE OF FILING OF RENT ADJUSTMENT APPLICATION

[Instructions to Park Owner: 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:

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, 20\_\_\_\_ I filed an application for a [check applicable box(es)]:

- ☐ MNOI Rent Adjustment;
- ☐ MNOI Rent Adjustment based on a Readjusted Base Year NOI; and/or
- ☐ Fair Return Rent Adjustment

under 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: \_\_\_\_\_  
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

**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 an ☐ MNOI Rent Adjustment ☐ Rent Adjustment based on a Readjusted Base Year NOI, and/or ☐ Fair Return Rent Adjustment 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(s): \_\_\_\_\_

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**

Type of application (please check appropriate box(es)):

- ☐ MNOI Rent Adjustment (pursuant to YMC §15.20.100(A))
- ☐ Rent Adjustment Based on Readjusted Base Year NOI (pursuant to YMC §15.20.100(B))<sup>1</sup>
- ☐ Fair Return Rent Adjustment (pursuant to YMC §15.20.100(C))<sup>2</sup>

<sup>1</sup> An application pursuant to YMC § 15.20.100(B) cannot be filed unless an application under YMC §15.20.100(A) has also been filed and the two applications are heard together.

<sup>2</sup> An application pursuant to YMC § 15.20.100(C) cannot be filed unless an application under YMC §15.20.100(A) or YMC §15.20.100(B) has also been filed and the two applications are heard together.

### SECTION III RESIDENT MEETING

The City encourages the Park Owner to meet with the Residents prior to a Park Owner's submittal of an application for a special rent adjustment in order to facilitate ongoing dialogue and communication between the Park Owner and Park Residents regarding the need for and basis of a proposed special rent adjustment. The meeting would also provide the Park Owner and Residents an opportunity to resolve any issues and disputes prior to the Park Owner filing a special rent adjustment application.

1. Prior to the submittal of this application, did the Applicant hold a meeting with the Park Residents?

Yes ☐ Date of Meeting: \_\_\_\_\_ No ☐

2. Attach all documentation that supports your response to this Section III including, but not limited to, sign-in sheets, notice of meeting, materials handed out at meeting, etc., and label documents as "Section III – 2".
  3. If your response is No, please provide a written explanation as to why the Applicant did not hold a Resident meeting. Attach additional sheets as necessary and provide all supporting documentation labeled as "Section III – 3".
- 

### SECTION IV GENERAL INFORMATION ABOUT THE PARK

1. Year Park originally opened: \_\_\_\_\_
2. Year Park purchased by current owner: \_\_\_\_\_
3. Total number of spaces in the Park: \_\_\_\_\_
4. Total number of month-to-month spaces in the Park: \_\_\_\_\_
5. Total number of leased spaces in the Park: \_\_\_\_\_
6. Total number of vacant spaces in the Park: \_\_\_\_\_
7. Total number of park-owned and manager-owned spaces: \_\_\_\_\_
8. Total number of spaces affected by proposed increase: \_\_\_\_\_
9. List the space numbers for all of the spaces affected by the proposed special rent adjustment: \_\_\_\_\_

**SECTION IV GENERAL INFORMATION ABOUT THE PARK (Continued)**

10. Services and Amenities (Check the appropriate box(es) in each row)

Type of Service or Amenity	Total Paid by Park Owner During Application Year	Total Charged to Residents During Application Year	Residents Pay Provider Directly
Gas:	\$ _____	\$ _____	_____
Electricity:	\$ _____	\$ _____	_____
Water:	\$ _____	\$ _____	_____
Sewer:	\$ _____	\$ _____	_____
Trash:	\$ _____	\$ _____	_____
Cable TV:	\$ _____	\$ _____	_____
Other:			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____

11. Have there been any changes in services or amenities (as outlined in “10” above)?

Yes ☐ No ☐

If your answer is “Yes”, please explain. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section IV-11”.

- 
12. Briefly describe the Park and the overall condition of the Park. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section IV-12”.
-

**SECTION IV GENERAL INFORMATION ABOUT THE PARK (Continued)**

13. Indicate amenities and services provided and, where applicable, list the per use fee or monthly charge for each amenity or service:

Amenity	Yes	No	Per Use Fee or Monthly Charge
Business Office:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Clubhouse:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Clubhouse Furnished:	<input type="checkbox"/>	<input type="checkbox"/>	
Pool/Spa:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Swimming Pool(s) Size: _____			
Heated:	<input type="checkbox"/>	<input type="checkbox"/>	
How many months per year: _____			
Pool Furniture:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Recreation Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Identify: _____			
Shuffleboard Courts:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Playground Equipment:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Identify: _____			
Tennis Court(s):	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Laundry Room:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Number of Washers: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Number of Dryers: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Guest Parking:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Number of Spaces _____			
RV Storage:	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
Number of RV Storage Spaces _____			
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

14. Are there any deposits being held? Yes ☐ No ☐

If your answer is "Yes", please complete Section XV of this application.

15. Explain reasons for requesting a rent increase (be specific). Attach additional sheets as necessary and provide all supporting documentation labeled as "Section IV-15".

16. Other information you wish the Commission to consider. Attach additional sheets as necessary and provide all supporting documentation labeled as "Section IV-16".



<b>SECTION V GROSS INCOME (Base Year, Current Year and Four Prior Years) (Continued)</b>
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**C. Income – Base Year and Current Year**

List all Park-related income. Use totals for the 12-month period for all spaces in the Park for base year and current year and attach all supporting documentation such as balance sheet, statement of revenues, cash flow statements, and fixed asset listing, labeled as “Section IV-A”. Do not include any income collected for the provision of sub metered gas and electricity expenses or reimbursements by Residents for utility company charges. Do not include any income collected for the provision of utility services if the utility company directly bills residents for the utility service or if the utility cost is directly passed through to residents.

	(Year)	ANNUAL TOTAL Base Year ( ____ )	Current Year ( ____ )	
1. Combined total of all space rents: <sup>3</sup>	\$		\$	
2. If applicable, enter rent adjustment granted in prior Hearing: (from Section V-A(4))	\$		\$	
<b>Fees:</b>				
3. Late Fees:	\$		\$	
4. Fees collected for services and amenities not included in space rent:	\$		\$	
5. Security Deposits:	\$		\$	
6. Interest on Security Deposits:	\$		\$	
7. Use of recreational facility:	\$		\$	
8. Income from laundry machines or other coin operated machines:	\$		\$	
9. RV storage:	\$		\$	
10. Pass through Paramedic Fees – 1987: <sup>4</sup>	\$		\$	
11. Pass through Paramedic Fees – 2004: <sup>4</sup>	\$		\$	
12. Pass through Rent Control Fees: <sup>4</sup>	\$		\$	
13. Pass through Weights and Measures Fees: <sup>4</sup>	\$		\$	
<b>Other:</b> (list separately by type)				
14. _____	\$		\$	
15. _____	\$		\$	
<b>Utilities:</b> (Subject to the exclusions listed above)				
16. Water:	\$		\$	
17. Sewer:	\$		\$	

<sup>3</sup> Administrative Rules §4.0003(c) provides that “NOI shall be calculated for all spaces in the Park, including month-to-month spaces, vacant spaces, and spaces subject to long term-leases. Vacant spaces shall be assigned the last rent in effect prior to the vacancy, as modified by any annual adjustment during any such vacancy.”

<sup>4</sup> These pass through fees refer to income to the park owner from separately billed fees that are not included in space rent.

**SECTION V GROSS INCOME (Base Year, Current Year and Four Prior Years) (Continued)**

	Base Year	Current Year
18. Trash:	\$ _____	\$ _____
19. Cable TV:	\$ _____	\$ _____
<b>Other Income Sources Not Listed:</b>		
20. _____	\$ _____	\$ _____
21. _____	\$ _____	\$ _____
22. <b>TOTAL GROSS INCOME:</b>	\$ _____	\$ _____

**D. Income – Prior Years**

List all Park-related income in each of the last four (4) years – excluding current year (current year information must be provided in Section V-C). Supporting documentation is not required for these years unless specifically requested by the City based on the review of this application. Do not include any income collected for the provision of sub metered gas and electricity expenses or reimbursements by Residents for utility company charges. Do not include any income collected for the provision of utility services if the utility company directly bills residents for the utility service or if the utility cost is directly passed through to residents.

		ANNUAL TOTAL			
	Prior Year	Two Years	Three Years	Four Years	
		Previous to	Previous to	Previous to	
		Prior Year	Prior Year	Prior Year	
(Year)	( _____ )	( _____ )	( _____ )	( _____ )	
1. Combined total of all space rents: <sup>5</sup>	\$ _____	\$ _____	\$ _____	\$ _____	
2. If applicable, enter rent adjustment granted in prior Hearing:(from Section V-A(4))	\$ _____	\$ _____	\$ _____	\$ _____	
<b>Fees:</b>					
3. Late Fees:	\$ _____	\$ _____	\$ _____	\$ _____	
4. Fees collected for services & amenities not included in space rent:	\$ _____	\$ _____	\$ _____	\$ _____	
5. Security Deposits:	\$ _____	\$ _____	\$ _____	\$ _____	
6. Interest on Security Deposits:	\$ _____	\$ _____	\$ _____	\$ _____	
7. Use of recreational facility:	\$ _____	\$ _____	\$ _____	\$ _____	
8. Income from laundry machines or other coin operated machines:	\$ _____	\$ _____	\$ _____	\$ _____	
9. RV storage:	\$ _____	\$ _____	\$ _____	\$ _____	

<sup>5</sup> Administrative Rules §4.0003(c) provides that “NOI shall be calculated for all spaces in the Park, including month-to-month spaces, vacant spaces, and spaces subject to long term-leases. Vacant spaces shall be assigned the last rent in effect prior to the vacancy, as modified by any annual adjustment during any such vacancy.”

## SECTION V GROSS INCOME (Base Year, Current Year and Four Prior Years) (Continued)

	Prior Year	Two Years Previous to Prior Year	Three Years Previous to Prior Year	Four Years Previous to Prior Year
10. Pass through Paramedic Fees – 1987: <sup>6</sup>	\$ _____	\$ _____	\$ _____	\$ _____
11. Pass through Paramedic Fees – 2004: <sup>6</sup>	\$ _____	\$ _____	\$ _____	\$ _____
12. Pass through Rent Control Fees: <sup>6</sup>	\$ _____	\$ _____	\$ _____	\$ _____
13. Pass through Weights and Measures Fees: <sup>6</sup>	\$ _____	\$ _____	\$ _____	\$ _____
<b>Other:</b> (list separately by type)				
14. _____	\$ _____	\$ _____	\$ _____	\$ _____
15. _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>Utilities:</b> (Subject to the exclusions listed above)				
16. Water:	\$ _____	\$ _____	\$ _____	\$ _____
17. Sewer:	\$ _____	\$ _____	\$ _____	\$ _____
18. Trash:	\$ _____	\$ _____	\$ _____	\$ _____
19. Cable TV:	\$ _____	\$ _____	\$ _____	\$ _____
<b>Other Income Sources Not Listed:</b>				
20. _____	\$ _____	\$ _____	\$ _____	\$ _____
21. _____	\$ _____	\$ _____	\$ _____	\$ _____
22. <b>TOTAL GROSS INCOME:</b>	\$ _____	\$ _____	\$ _____	\$ _____

## SECTION VI OPERATING EXPENSES

### A. Base Year and Current Year

List all Park-related expenses. **Use totals for the 12-month period for all spaces in the Park for base year and current year and attach all supporting documentation such as balance sheet, statement of expenses, cash flow statements, and fixed asset listing, labeled as “Section VI-A”. Do not include interest or other debt service.** Do not include capital improvements as defined in YMC §15.20.020 and §15.20.085, or any other expenses excluded under YMC Chapter 15.20.

**Gas and Electricity Expenses:** Do not include any expenses associated with the provision of **sub metered** gas and electricity services. Pricing for the provision of sub metered gas and electricity is regulated by the California Public Utilities Commission and includes a differential over the utility company charge in order to provide for the maintenance of these systems. The courts and PUC have ruled that these expenses cannot be considered in a rent control proceeding. However, fees and maintenance for the provision of gas and electricity services to common areas, which are not passed through to residents, should be included in this application if they can be documented by the applicant.

<sup>6</sup> These pass through fees refer to income to the park owner from separately billed fees that are not included in space rent.



# SECTION VI OPERATING EXPENSES (Continued)

	(Year)	ANNUAL TOTAL Base Year ( ____ )	Current Year ( ____ )
1. Real Property Taxes and Assessments:	\$	_____	\$ _____
2. Electricity: (common areas only)	\$	_____	\$ _____
3. Gas: (common areas only)	\$	_____	\$ _____
4. Landscaping:	\$	_____	\$ _____
5. Insurance:	\$	_____	\$ _____
6. Legal: <sup>7</sup>	\$	_____	\$ _____
7. Accounting:	\$	_____	\$ _____
8. Licenses and Registration Fees Required by Law:	\$	_____	\$ _____
9. Management Expenses: (contracted or owner performed)	\$	_____	\$ _____
10. Owner Performed Labor:	\$	_____	\$ _____
11. Payroll Taxes:	\$	_____	\$ _____
12. Miscellaneous Supplies:	\$	_____	\$ _____
13. Normal Repairs and Maintenance:	\$	_____	\$ _____
14. Office Supplies and Expenses:	\$	_____	\$ _____
15. Office Telephone:	\$	_____	\$ _____
16. Auto Allowance:	\$	_____	\$ _____
17. Pool Maintenance:	\$	_____	\$ _____
18. Security:	\$	_____	\$ _____
19. Street Maintenance:	\$	_____	\$ _____
20. Street Sweeping:	\$	_____	\$ _____
21. Trash: (do not include charges reimbursed by residents)	\$	_____	\$ _____
22. Water: (do not include charges reimbursed by residents)	\$	_____	\$ _____
23. Sewer: (do not include charges reimbursed by residents)	\$	_____	\$ _____
24. Cable TV: (do not include charges reimbursed by residents)	\$	_____	\$ _____
25. Amortizable Expenses: (complete Section VIII)	\$	_____	\$ _____
26. Operating Supplies:	\$	_____	\$ _____
Other: (list separately by type)			
27. _____	\$	_____	\$ _____
28. _____	\$	_____	\$ _____
29. _____	\$	_____	\$ _____
30. <b>TOTAL BASE YEAR AND CURRENT YEAR OPERATING EXPENSES:</b>	\$	_____	\$ _____

<sup>7</sup> Allowable legal fees are defined in Administrative Rules §4.0003(D)(3)(1) and include attorneys' fees and costs incurred in connection with successful actions to evict Residents or recover back rent and matters pertaining to the title and operation of the Mobilehome Park. Do not include attorneys' fees and legal costs in connection with legal proceedings filed against the City or the Commission or any other payments made to any organization for purposes of litigating or challenging rent control. PLEASE NOTE: Reasonable legal fees incurred in applying for a special rent adjustment during the current period may be included in your application for a temporary rent adjustment under Section XIX of this application, subject to the requirements of YMC §15.20.116 and Chapter 6 of the Administrative Rules, and review and approval by the Commission.

## SECTION VI OPERATING EXPENSES (Continued)

### B. Prior Years

List all Park-related expenses in each of the last four (4) years – excluding current year (current year information must be provided in Section VI-A). Supporting documentation is not required for these years unless specifically requested by the City based on the review of this application. Do not include any expenses collected for the provision of sub metered gas and electricity expenses.

		<b>Prior Year</b>	<b>Two Years Previous to Prior Year</b>	<b>Three Years Previous to Prior Year</b>	<b>Four Years Previous to Prior Year</b>	
<b>(Year)</b>	<b>( ____ )</b>	<b>( ____ )</b>	<b>( ____ )</b>	<b>( ____ )</b>	<b>( ____ )</b>	
1. Real Property Taxes and Assessments:	\$	_____	\$	_____	\$	_____
2. Electricity: (common areas only)	\$	_____	\$	_____	\$	_____
3. Gas: (common areas only)	\$	_____	\$	_____	\$	_____
4. Landscaping:	\$	_____	\$	_____	\$	_____
5. Insurance:	\$	_____	\$	_____	\$	_____
6. Legal: <sup>8</sup>	\$	_____	\$	_____	\$	_____
7. Accounting:	\$	_____	\$	_____	\$	_____
8. Licenses and Registration Fees Required by Law:	\$	_____	\$	_____	\$	_____
9. Management Expenses: (contracted or owner performed)	\$	_____	\$	_____	\$	_____
10. Owner Performed Labor:	\$	_____	\$	_____	\$	_____
11. Payroll Taxes:	\$	_____	\$	_____	\$	_____
12. Miscellaneous Supplies:	\$	_____	\$	_____	\$	_____
13. Normal Repairs and Maintenance:	\$	_____	\$	_____	\$	_____
14. Office Supplies and Expenses:	\$	_____	\$	_____	\$	_____
15. Office Telephone:	\$	_____	\$	_____	\$	_____
16. Auto Allowance:	\$	_____	\$	_____	\$	_____
17. Pool Maintenance:	\$	_____	\$	_____	\$	_____
18. Security:	\$	_____	\$	_____	\$	_____
19. Street Maintenance:	\$	_____	\$	_____	\$	_____
20. Street Sweeping:	\$	_____	\$	_____	\$	_____

<sup>8</sup> Allowable legal fees are defined in Administrative Rules §4.0003(D)(3)(1) and include attorneys' fees and costs incurred in connection with successful actions to evict Residents or recover back rent and matters pertaining to the title and operation of the Mobilehome Park. Do not include attorneys' fees and legal costs in connection with legal proceedings filed against the City or the Commission or any other payments made to any organization for purposes of litigating or challenging rent control. PLEASE NOTE: Reasonable legal fees incurred in applying for a special rent adjustment during the current period may be included in your application for a temporary rent adjustment under Section XIX of this application, subject to the requirements of YMC §15.20.116 and Chapter 6 of the Administrative Rules, and review and approval by the Commission.

## SECTION VI OPERATING EXPENSES (Continued)

	Prior Year	Two Years Previous to Prior Year	Three Years Previous to Prior Year	Four Years Previous to Prior Year
21. Trash: (do not include charges reimbursed by residents)	\$ _____	\$ _____	\$ _____	\$ _____
22. Water: (do not include charges reimbursed by residents)	\$ _____	\$ _____	\$ _____	\$ _____
23. Sewer: (do not include charges reimbursed by residents)	\$ _____	\$ _____	\$ _____	\$ _____
24. Cable TV: (do not include charges reimbursed by residents)	\$ _____	\$ _____	\$ _____	\$ _____
25. Amortizable Expenses: (complete Section VIII)	\$ _____	\$ _____	\$ _____	\$ _____
26. Operating Supplies:	\$ _____	\$ _____	\$ _____	\$ _____
<b>Other:</b> (list separately by type)				
27. _____	\$ _____	\$ _____	\$ _____	\$ _____
28. _____	\$ _____	\$ _____	\$ _____	\$ _____
29. _____	\$ _____	\$ _____	\$ _____	\$ _____
30. <b>TOTAL PRIOR YEARS OPERATING EXPENSES:</b>	\$ _____	\$ _____	\$ _____	\$ _____

## SECTION VII UTILITY CHARGES COVERED BY REIMBURSEMENT FROM RESIDENTS

	BASE YEAR ( ____ )		CURRENT YEAR ( ____ )	
Utility	Utility Charges	Reimbursement by Residents	Utility Charges	Reimbursement by Residents
Water:	\$ _____	\$ _____	\$ _____	\$ _____
Sewer:	\$ _____	\$ _____	\$ _____	\$ _____
Trash:	\$ _____	\$ _____	\$ _____	\$ _____
<b>Other:</b> (list separately by type)				
_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____

**SECTION VIII AMORTIZABLE EXPENSES**

Under the Ordinance and Administrative Rules, “amortizable expenses” mean (1) Park expenses for physical improvements and replacements which consist of more than ordinary maintenance or repairs, have a useful life of at least more than one year but less than five years and can be depreciated pursuant to the U.S. or California income tax codes; and (2) other expenses that are reasonably expected to cover a period of years, such as maintenance that does not need to be done every year, payments of property taxes or property insurance covering more than one year, a major refurbishment of a park facility such as a clubhouse, where a number of non-capital items (painting, new flooring, new window coverings and furniture) are installed all at one time that will last more than one year, or physical work performed for aesthetic reasons that does not qualify for a capital improvement rent adjustment under YMC §15.20.085.

**A. Base Year**

If an amount was reported as an amortized portion of Amortizable Expenses on Section VI - A, line 25 and VI - B, line 25, complete this Section.

Year	Description	Cost	Life	Proposed Interest Rate %	Annual Amortized Cost
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____

**B. Current Year**

If an amount was reported as an amortized portion of Amortizable Expenses on Section VI - A, line 25 and VI - B, line 25, complete this Section.

Year	Description	Cost	Life	Proposed Interest Rate %	Annual Amortized Cost
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____
_____	_____	\$ _____	_____	_____	\$ _____

**C. Covered by Separate Capital Improvement Rent Adjustments**

Year	Description	Cost	Useful Life	Adjustment Granted	Start Date	Expiration Date
_____	_____	\$ _____	_____	\$ _____	____ / ____ / ____	____ / ____ / ____
_____	_____	\$ _____	_____	\$ _____	____ / ____ / ____	____ / ____ / ____
_____	_____	\$ _____	_____	\$ _____	____ / ____ / ____	____ / ____ / ____

## SECTION IX      NET OPERATING INCOME (NOI)

Net Operating Income = Gross Income - Operating Expenses

	Base Year ( ____ )	Current Year ( ____ )
TOTAL GROSS INCOME <sup>9</sup>	\$ ____	\$ ____
(minus) - TOTAL OPERATING EXPENSES <sup>10</sup>	- \$ ____	- \$ ____
(equals) = NET OPERATING INCOME (Gross Income – Operating Expenses)	= \$ ____	= \$ ____

## SECTION X      CALCULATION OF CURRENT NOI ENTITLEMENT PURSUANT TO MAINTENANCE OF NET OPERATING INCOME STANDARD

Under the fair return standard a fair return is defined as the base year net operating income adjusted by 66.67% of the percentage increase in the CPI from any base year prior to 1996 and 80% of the percentage increase in the CPI from either 1996 or a base year subsequent to 1996 until the current year.<sup>11</sup>

The applicable CPI is the CPI for All Urban Consumers All-Items for Los Angeles-Riverside County-Orange County (Bureau of Labor Statistics, CPI, Series Id (CUURA421SAO)).

### A. If the Base Year is 1987

Step A. Determine what the Park's NOI Entitlement would have been as of 10/28/96.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times & 1.26^{12} & = & \$ & \underline{\hspace{2cm}} \\ & \text{Base Year NOI} & & & & & \text{NOI Entitlement as of} \\ & \text{(Section IX)} & & & & & 10/28/96 \end{array}$$

Step B. Determine the Percentage Increase in the CPI since 10/28/96. (as of 10/28/96 the CPI = 158.8)

$$\begin{array}{ccccccc} ( & \underline{\hspace{2cm}} & / & 158.8 & ) & - 1 & = & \underline{\hspace{2cm}} & \% \\ & \text{Current CPI} & & & & & & \text{Percent Increase in CPI} \end{array}$$

Step C. Calculate 80% of the Percentage Increase in the CPI since 10/28/96.

$$\begin{array}{ccccccc} .8 & \times & \underline{\hspace{2cm}} & = & \underline{\hspace{2cm}} \\ & & \text{Percent Increase in CPI (Outcome of Step B)} & & \end{array}$$

Step D. Determine the Park's Current NOI Entitlement by adjusting the NOI Entitlement as of 10/28/96 by 80% of the percentage increase in the CPI since 10/28/96.

$$\begin{array}{ccccccc} \$ & \underline{\hspace{2cm}} & \times & (1 + \underline{\hspace{1cm}}) & = & \$ & \underline{\hspace{2cm}} \\ & \text{NOI Entitlement as of} & & \text{80\% of CPI Since} & & & \text{Current NOI Entitlement} \\ & 10/28/96 & & 1996 & & & \\ & \text{(Calculated in Step A)} & & \text{(Calculated in Step C)} & & & \end{array}$$

<sup>9</sup> Total Gross Income figure is from Section V-C, line 22

<sup>10</sup> Total Operating Expenses figure is from Section VI-A, line 30

<sup>11</sup> Ordinance Sec. 15.20.100.A.

<sup>12</sup> From 1987 to 10/28/96 the CPI increased by 38.3%; 66.67% of this amount is 26%.

<b>SECTION X   CALCULATION OF CURRENT NOI ENTITLEMENT PURSUANT TO MAINTENANCE OF NET OPERATING INCOME STANDARD (Continued)</b>
--

**Hypothetical Example:**

Base Year (1987) NOI = \$500,000  
CPI as of date of application = 181.9

- Step A:      \$500,000 x 1.26 = \$630,000
- Step B:      (181.9 ÷ 158.8) – 1 = .14546 (The percentage increase is 14.54%)
- Step C:      80% of .1454 = .116
- Step D:      \$630,000 x (1 + .116) = \$703,080

**B. If the Base Year is After 1987 and Before 1996**

- Step A.      Determine the Percentage Increase in the CPI from the Base Year to 1996.

$$\left( \frac{158.8}{\text{CPI in Base Year}} - 1 \right) = \text{Percent Increase in CPI} \%$$

- Step B.      Determine 66.67% of the Percentage Increase in the CPI from the Base Year to 1996.

$$.6667 \times \text{Percent Increase in CPI Base Year to 1996 (Outcome of Step A)} = \text{Percent Increase in CPI}$$

- Step C.      Determine what the Park's NOI entitlement would have been as of 10/28/96.

$$\text{\$ } \frac{\text{NOI in Base Year (Section IX)}}{\text{CPI in Base Year}} \times \left( 1 + \frac{66.67\% \text{ of CPI Increase to 1996 (Calculated in Step B)}}{\text{CPI in Base Year}} \right) = \text{\$ } \frac{\text{NOI Entitlement as of 10/28/96}}{\text{CPI as of 10/28/96}}$$

- Step D.      Determine the Percentage Increase in the CPI since 10/28/96 (As of 10/28/96 the CPI = 158.8).

$$\left( \frac{\text{Current CPI}}{158.8} - 1 \right) = \text{Percent Increase in CPI} \%$$

- Step E.      Calculate 80% of the Percentage Increase in the CPI since 10/28/96.

$$.8 \times \text{CPI Increase 1996 to Present (Outcome of Step D)} = \text{Percent Increase in CPI}$$

- Step F.      Determine the Park's Current NOI Entitlement by adjusting the 10/28/96 NOI Entitlement by 80% of the Percentage Increase in the CPI since 10/28/96.

$$\text{\$ } \frac{\text{NOI Entitlement as of 10/28/96 (Calculated in Step C)}}{\text{CPI as of 10/28/96}} \times \left( 1 + \frac{80\% \text{ of CPI 1996 to Present (Outcome of Step E)}}{\text{CPI as of 10/28/96}} \right) = \text{\$ } \frac{\text{Current NOI Entitlement}}{\text{Current CPI}}$$

<b>SECTION X   CALCULATION OF CURRENT NOI ENTITLEMENT PURSUANT TO MAINTENANCE OF NET OPERATING INCOME STANDARD (Continued)</b>
--

**C. If the Base Year is 1996 or Later**

Step A.      Determine the Percentage Increase in the CPI since the Base Year.

$$\left( \frac{\text{Current CPI}}{\text{Base Year CPI}} \right) - 1 = \text{Percent Increase in CPI} \%$$

Step B.      Calculate 80% of the Percentage Increase in the CPI since the Base Year.

$$.8 \times \text{CPI Increase Base Year to Current Year (Outcome of Step A)} =$$

Step C.      Determine the Park's Current NOI Entitlement by Adjusting the Base Year NOI by 80% of the Percentage Increase in the CPI since the Base Year.

$$\$ \text{Base Year NOI} \times \left( 1 + \text{80\% of CPI Increase Base Year to Current Year (Outcome of Step B)} \right) = \$ \text{Current NOI Entitlement}$$

**D. Calculation Steps**

Show All Steps in Calculation of Current NOI Entitlement. Attach additional sheets as necessary and label as "Section X-D".

<b>SECTION XI      CALCULATION OF NOI ADJUSTMENT</b>
--

**Step A.      Calculate the NOI Adjustment for the whole Park.**

The NOI Adjustment for the park is equal to the difference between the Park's current NOI entitlement and the current NOI.

$$\begin{array}{ccccccc} \$ & & - & & = & \$ & \\ \hline & \text{Park Current NOI} & & \text{Park NOI Current Year} & & & \text{Park NOI Adjustment} \\ & \text{Entitlement (Section X)} & & \text{(Section IX)} & & & \end{array}$$

**Step B.      Calculate the NOI Adjustment Per Space Per Month.**

The NOI Adjustment per space is equal to the NOI adjustment for the whole Park divided by the number of spaces in the Park divided by twelve months.

$$\begin{array}{ccccccc} \$ & & / & & / & 12 & = & \$ \\ \hline & \text{Park NOI Adjustment} & & \text{\# of Spaces} & & \text{Months} & & \text{Monthly Space Adjustment} \end{array}$$



**SECTION XII MONTHLY SPACE RENTS (Rent Controlled)****(Base Period, Previous, Current, and Proposed)**

List the total monthly space base rents collected in the Park, from each month-to-month space (rent-controlled) for the twelve (12) months preceding the date of application, the current base rent as of the date the application submitted, (if applicable) list the monthly rents to be collected based on a City-approved Annual Adjustment which was noticed but not due prior to filing this MNOI/Fair Return Rent Adjustment Application and the proposed rent based on the special rent adjustment under YMC §15.20.100(A), (B) and/or (C) . Please complete the Section XII-A Worksheet. Attach additional sheets as necessary and provide all supporting documentation labeled as “Section XII-A”.

	(Totals from Section XII-A (A))	(Totals from Section XII-A (B))	(Totals from Section XII-A (C))	(Totals from Section XII-A (D))
	Base Rent for the 12 months Preceding the Date of Application ( yr. 20____)	Current Base Rent as of Date Application Submitted	Annual Rent Adjustment Noticed but not due until after Submittal of the MNOI/Fair Return Application <sup>13</sup>	Proposed Rent <sup>14</sup>
<b>Overall Grand Total from Section XII-A Worksheet(s):</b>	\$ _____	\$ _____	\$ _____	\$ _____

**SECTION XII-A WORKSHEET ON NEXT PAGE ➔**

<sup>13</sup> Column (C) applies only if the Park Owner/Park Owner Representative issued notices of rent increase based on an Annual Adjustment during the twelve (12) months preceding the application date, and the due date for the increased rent will not occur until after filing of this MNOI/Fair Return Rent Adjustment Application.

<sup>14</sup> “Proposed Rent” means the rent proposed to be charged, based on this application for a special rent adjustment under YMC §15.20.100(A), (B) and/or (C). “Proposed Rent” does not include the rent based on any Annual Adjustment noticed but not yet due or collected as of the date of filing this application.

**SECTION XII -A      WORKSHEET- Base Rent Preceding Application, Current, and Proposed Rent (REPRODUCE AS NEEDED)**

Space No.	(A) Base Rent for the 12 months Preceding the Date of Application ( Yr. 20____ )		Date of Last Rent Increase	(B) Current Base Rent as of Date Application Submitted	(C) Annual Rent Adjustment Noticed but not due until after Submittal of the MNOI/Fair Return Application <sup>15</sup>	Date Noticed Annual Rent Adjustment will Go Into Effect	(D) Proposed Rent <sup>16</sup>
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
	\$		/ /	\$	\$	/ /	\$
<b>TOTALS:</b>	\$			\$	\$		\$

<sup>15</sup> Column (C) applies only if the Park Owner/Park Owner Representative issued notices of rent increase based on an Annual Adjustment during the twelve (12) months preceding the application date, and the due date for the increased rent will not occur until after filing of this MNOI/Fair Return Rent Adjustment Application.

<sup>16</sup> “Proposed Rent” means the rent proposed to be charged, based on this application for a special rent adjustment under YMC §15.20.100(A), (B) and/or (C). “Proposed Rent” does not include the rent based on any Annual Adjustment noticed but not yet due or collected as of the date of filing this application.

**SECTION XIII INCOME FROM ALL INDIVIDUAL PARK SPACES (Rent Controlled and Leased Spaces)**

List all other monthly income collected for each space in the Park, for the twelve (12) months preceding the date of application.

**Instructions regarding income from utilities (water, sewer, and trash):** Do not include any of the following income: income collected for the provision of sub metered gas and electricity expenses; reimbursements by Residents for utility company charges; and/or income collected for the provision of utility services if the utility company directly bills Residents for the utility service or if the utility cost is directly passed through to Residents. If the amount varies from month to month and is billed separately to the Residents of the space by the utility (billed directly to the residents by the utility provider or sub metered through a master meter), enter “P” in that column.

	Totals from Section XIII-A (A)	Totals from Section XIII-A (B)	Totals from Section XIII-A (C)	Totals from Section XIII-A (D)	Totals from Section XIII-A (E)	Totals from Section XIII-A (F)	Totals from Section XIII-A (G)
	Current Base Rents	Water	Sewer	Trash	Laundry	RV Parking	Other (Specify on Worksheet))
<b>Overall Grand Totals from Section XIII-A Worksheet(s):</b>	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**SECTION XIII-A WORKSHEET ON NEXT PAGE ➡**

SECTION XIII-A WORKSHEET (REPRODUCE AS NEEDED)												
Space No.	(A) Current Base Rent	Type of Space <sup>17</sup>				(B) Water	(C) Sewer	(D) Trash	(E) Laundry	(F) RV Parking	(G) Other	(Specify "Other")
		M	L	V	PO							
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
	\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$	\$	\$	\$	\$	\$	
<b>TOTALS:</b>	\$					\$	\$	\$	\$	\$	\$	

<sup>17</sup> “M” - Month to Month, “L” – Long-Term-Lease, “V” – Vacant, “PO” – Park Owned

<b>SECTION XIV    MOBILEHOME PARK SPACE LONG TERM LEASES (Exempt from Rent Control) – BASE YEAR</b>
---

**A. Base Year**

List monthly space base rent collected for each leased space<sup>18</sup> in the Park, for each of the 12 (twelve) months in calendar year 1987 (January 1, 1987 through December 31, 1987) or for each of the 12 (twelve) months in the revised base year. Insert the cumulative total for all leased spaces in this chart, and complete Section XIV-A for each space. Indicate the effective date the lease was entered into, the expiration date of the lease, and the name of the Resident(s) who executed the lease. Attach a copy of each lease to the application and label as “Section XIV-A”.

<b>Overall Grand Total from Section XIV-A Worksheet(s):</b>	Totals from Section XIV-A (A)  (    ) Base Year Monthly Lease Rent Payment  \$	
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**SECTION XIV-A WORKSHEET ON NEXT PAGE ➡**

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<sup>18</sup> A “leased space” means any space on a lease or other rental agreement in excess of 12 (twelve) months’ duration.

### SECTION XIV-A WORKSHEET (REPRODUCE AS NEEDED)

Space No.	(A) ( ____ ) Yr. Monthly Lease Rent Payment	Lease Effective Date	Lease Expiration Date	Name of Resident Who Executed Lease
	\$	/ /	/ /	
	\$	/ /	/ /	
	\$	/ /	/ /	
	\$	/ /	/ /	
	\$	/ /	/ /	
	\$	/ /	/ /	
	\$	/ /	/ /	
	\$	/ /	/ /	
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	\$	/ /	/ /	
TOTALS:	\$			

<b>SECTION XV     MOBILEHOME PARK SPACE LONG TERM LEASES – CURRENT PERIOD A</b>
---

**A. Current Period**

List monthly space base rent collected for each leased space in the Park, for each of the 12 (twelve) months preceding the date of the application. Insert the cumulative total for all leased spaces in this chart, and complete Section XV-A for each space. Indicate the effective date the lease was entered into, the expiration date of the lease, and the Resident(s) who executed the lease. Attach a copy of each lease to the application and label as "Section XV-A".

	Totals from Section XV-A (A)	Totals from Section XV-A (B)	
	Monthly Lease Rent Payment as of Date of Application	Other Monthly Lease Rent Payments in Prior 12 Months <sup>19</sup>	
<b>Overall Grand Total from Section XV-A Worksheet(s):</b>	\$ _____	\$ _____	

**SECTION XV-A WORKSHEET ON NEXT PAGE ➔**

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<sup>19</sup> Complete Column B only if the monthly lease rent payment in the prior 12 months was different from the monthly lease rent payment as of the date of application listed in Column A.

**SECTION XV-A WORKSHEET (REPRODUCE AS NEEDED)**

Space No.	(A) Monthly Lease Rent Payment as of Date of Application	(B) Other Monthly Lease Rent Payments in Prior 12 Months <sup>20</sup>	Lease Effective Date	Lease Expiration Date	Name of Resident Who Executed Lease
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
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	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
	\$	\$	/ /	/ /	
TOTALS	\$	\$			

<sup>20</sup> Complete Column B only if the monthly lease rent payment in the prior 12 months was different from the monthly lease rent payment as of the date of application listed in Column A.



## SECTION XVI DEPOSITS FOR ALL PARK SPACES

**(REPRODUCE AS NEEDED)**

[illegible]

## SECTION XVII ADJUSTMENT OF BASE YEAR NET OPERATING INCOME

Pursuant to YMC § 15.20.100(B), you may apply to the Commission for an adjustment of your 1987 NOI if you contend that an adjustment is warranted on the basis that the 1987 NOI actually earned by the Park did not provide you with a just and reasonable return on your investment. If you apply for an adjustment of the Park's base year NOI under YMC §15.20.100(B), you bear the burden of proof of demonstrating, based on substantial evidence, that the 1987 NOI actually earned by the Park did not provide you with a just and reasonable return. If you intend to apply for a rent adjustment under this Section of the YMC, you must complete Sections I through XVI of this application form. Please check which statement(s) below are applicable to you.

**Itemized and complete documentation of claimed 1987 operating expenses, 1987 NOI, comparable rent in comparable Parks, and capital expenses etc., must be submitted with your application.**

**PLEASE NOTE: YOU ARE NOT ELIGIBLE FOR A RENT ADJUSTMENT BASED ON A READJUSTED BASE YEAR NOI IF YOU HAVE PREVIOUSLY RECEIVED APPROVAL OF A SPECIAL RENT ADJUSTMENT (MNOI RENT ADJUSTMENT, RENT ADJUSTMENT BASED ON A READJUSTED BASE YEAR NOI AND/OR FAIR RETURN RENT ADJUSTMENT) UNDER YMC §15.20.100(A), (B), AND/OR (C), OR ANY PREDECESSOR ORDINANCE.**

### A. Grounds for a Base Rent Adjustment

- ☐ 1. The Park's operating expenses in 1987 were unusually high despite prudent business practices. Evidence that unusual repairs were required, an uninsured loss from natural events or vandalism occurred, or that the Park was unable to perform necessary repairs or maintenance in prior years resulting in unusually high expenses in 1987 could be used to establish this circumstance.

In this circumstance, the calculation of the Park's 1987 NOI may be adjusted by substituting the average of the Park's operating expenses over a reasonable time or the average operating expenses in comparable parks in 1987 for the Park's actual 1987 operating expenses.

- ☐ 2. Gross income was disproportionately low in 1987 despite prudent business practices. Evidence of a large number of vacancies arising from evictions for cause under State law or the voluntary removal of homes from a park could be used to establish this circumstance. This circumstance might also arise during the initial years of a park's operation before it has been filled.

In this circumstance, the calculation of the 1987 NOI may be adjusted by adding the difference between actual 1987 gross income and that which would have been earned but for this circumstance to the Park's 1987 gross income.

- ☐ 3. The rent during 1987 was disproportionately low when compared to rents being charged in comparable parks in 1987 in the City. Evidence that there were no rent increases during 1987, or rents were not established in arm's-length transactions and rents were below those in comparable parks because lower or fewer increases had been imposed in a park than in comparable parks in 1987 or prior years, could be used to establish this circumstance.

In this circumstance, the calculation of the 1987 NOI may be adjusted by increasing rental income from those spaces which were charged a disproportionately low rent by the difference between the rents actually charged in the Park and the rents charged in comparable parks in 1987.

### ADJUSTMENT OF BASE YEAR NET OPERATING INCOME (Continued)

- ☐ 4. Capital improvements were made during 1987, but were not reflected in rent increases collected in 1987. Evidence that the improvement is completed and operational and evidence of the cost incurred is required to establish this circumstance.


In this circumstance, the calculation of the 1987 NOI may be adjusted by adding to the Park's gross income the amount of the additional annual revenue which would have been received if a rent increase equal to the cost of the improvement, divided by its useful life and divided by the number of spaces, had been charged during each month of 1987.

- ☐ 5. The rent in 1987 was not sufficient to provide a just and reasonable return by providing evidence of the return actually earned by the Park in 1987 and of the return earned by comparable parks in the City in 1987. Examples of the type of information that may be used to establish this circumstance include evidence of the investment in the Park, the return earned on that investment, the purchase price of the Park and its net operating income in 1987, prior years and subsequent years, and the same information for comparable parks in the City.

In this circumstance, the calculation of the 1987 NOI shall be adjusted by adding to the Park's 1987 gross income the amount of rental income required to provide a just and reasonable return in 1987.

**B. Applicant's Justification for Adjustment of Base Year Net Operating Income (NOI)**

Attach additional sheets as necessary and provide all supporting documentation labeled as “Section XVII - B”.



## SECTION XVIII FAIR RETURN RENT ADJUSTMENT

You may apply for a fair return rent adjustment under YMC § 15.20.100(C) and the Administrative Rules, Section 4.0005, if you demonstrate to the Commission that an adjustment is warranted because you are able to rebut the presumption that the rent increase calculations provided by the Maintenance of Net Operating Income (MNOI) formula set forth in YMC § 15.20.100(A) and/or the modified calculations based on a Readjusted Base Year NOI set forth in YMC § 15.20.100(B) are sufficient to provide a fair return, and you present evidence that the rate of return being earned by the Park is not just and reasonable.

### **IN ORDER TO OBTAIN APPROVAL OF A RENT ADJUSTMENT UNDER YMC § 15.20.100(C) AND THE ADMINISTRATIVE RULES, SECTION 4.0005, YOU MUST COMPLETE THIS SECTION XVIII, AND SUBMIT ITEMIZED AND COMPLETE DOCUMENTATION SUPPORTING YOUR ANSWERS.**

In order to prevail on an application for a fair return rent adjustment under YMC § 15.20.100(C) and Administrative Rule, Section 4.0005, the Park Owner has the burden of proving the Park is not earning a fair return by presenting evidence that the rate of return earned by the mobilehome park is not commensurate with investments having comparable risks and benefits. Your application must be supported by substantial evidence. The Commission shall consider all relevant evidence, including, but not limited to, the factors listed in the Administrative Rules, Section 4.0005.

Please answer the following questions:

#### **A. Park Purchase**

1. Purchase price you paid for the Park: \$ \_\_\_\_\_
2. Date of Park purchase: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Attach copies of the Closing Statement and Appraisal from the original purchase and label as "Section XVIII-A":

#### **B. Appraisals**

Have you had any appraisals prepared for the Park since you purchased the Park?

Yes ☐ No ☐

If "yes", attach copies of the appraisals done for each of the five years preceding the date of this application and label as "Section XVIII-B".

#### **C. Grounds for Application**

Check the applicable factor(s) listed below that supports your contention that the rent increase provided by the MNOI rent adjustment formula set forth in YMC § 15.20.100(A) and/or the rent increase provided by the rent adjustment formula set forth in YMC § 15.20.100(B) does not provide a fair return, and explain each of your answers. Attach additional sheets as needed. Attach all supporting documentation and label as "Section XVIII-C(1)", "Section XVIII-C(2)", etc.

- ☐ 1. The rents being charged for spaces subject to the YMC in comparable mobilehome parks subject to the YMC in the City of Yucaipa.

<b>SECTION XVIII      FAIR RETURN RENT ADJUSTMENT (Continued)</b>
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- ☐ 2. The capitalization rate being earned by the mobilehome park in the application year, in each of the preceding five years, and in the first year after the park was purchased. "Capitalization rate" means the ratio of a park's NOI to its purchase price.

- 
- ☐ 3. The capitalization rate earned by comparable mobilehome parks in the application year and the preceding five years.

- 
- ☐ 4. The mobilehome park's income and expenses in each of the past five years.
- 

**D. Quality of Services, Amenities and Maintenance**

Describe the quality of the services, amenities and maintenance provided at the mobilehome park and any decrease or increase in services, maintenance, and amenities between the date you purchased the park and the date of application. Attach additional sheets as needed. Attach all supporting documentation and label as "Section XVIII-D".

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**E. Capital Improvements**

To the extent not included in your foregoing answers, please provide the following information regarding capital improvements you have made in the Park:

1. State the total amount spent by you on capital improvements in the Park since you purchased the Park: \$ \_\_\_\_\_
2. Complete the following chart regarding all capital improvements made by you in the Park since your date of purchase. If you do not use the useful life listed in the Chart in Administrative Rules, Section 5.0004(A), specify the source of the useful life for each improvement, and attach all expert reports and other documents supporting your use of that alternative useful life, and label as "Section XVIII-E(2)".

## SECTION XVIII FAIR RETURN RENT ADJUSTMENT (Continued)

Capital Improvements Since Purchase Date: (This chart may be duplicated as needed)

[illegible]

## F. Other

Explain any other basis upon which you contend the Park is not earning a fair return. Attach additional sheets as needed. Attach all supporting documentation and label as "Section XVIII-F".

<b>SECTION XIX APPLICATION FOR TEMPORARY ADJUSTMENT BASED ON PARK OWNER APPLICATION AND HEARING COSTS</b>
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## **GENERAL INSTRUCTIONS**

A Park Owner who successfully obtains final approval of a Special Rent Adjustment from the City may also apply for approval of a Temporary Rent Adjustment to reimburse the Park Owner for the reasonable costs for professional services that he/she actually incurred in preparing the application and appearing before the Commission on the application (and City Council on any appeal). Applicable procedures and requirements are contained in YMC §15.20.116 and §15.20.105 and Chapter 6 of the Administrative Rules.

The Temporary Rent Adjustment must be amortized over a five-year period and may include interest at not more than the rate of seven (7) percent per year, compounded monthly. Any increase granted shall remain in effect only during the five (5) year period. The Temporary Rent Adjustment must be billed as a separate rent charge on the resident's monthly rent statement.

In order for a Park Owner to seek reimbursement for the application and hearing costs, the Park Owner/Park Owner Representative must complete Section XIX and attach all supporting documentation, submit it as part of his/her application for a Special Rent Adjustment, and obtain a final decision from the Commission (or City Council on any appeal).

**PLEASE NOTE: THE PARK OWNER'S FAILURE TO FILE A TEMPORARY RENT ADJUSTMENT APPLICATION CONCURRENTLY WITH THE APPLICATION FOR A SPECIAL RENT ADJUSTMENT SHALL CONSTITUTE A WAIVER OF THE PARK OWNER'S RIGHT TO SEEK RECOVERY OF HIS/HER SPECIAL RENT ADJUSTMENT APPLICATION AND HEARING COSTS UNDER YMC §15.20.116 AND CHAPTER 6 OF THE ADMINISTRATIVE RULES.**

**ELIGIBLE PROFESSIONAL SERVICES** - Eligible Professional Services include legal, accounting, financial, appraisal, bookkeeping, property management, or engineering services, as defined in Chapter 6, Section 6.0003 of the Administrative Rules.

**ELIGIBLE FEES, COSTS AND OTHER EXPENSES** - Eligible Fees, Costs, and Other Expenses include hourly rates, lump sum charges based on specific tasks or projects, and duplication costs. The following fees, costs and other expenses are excluded: costs to recover documents from storage, costs to compile documents from computer records or other electronic records, development of software programs, and costs to print information or documents from computers or other electronic devices.

**FINAL FAVORABLE DECISION** - A Park Owner is not eligible for a Temporary Rent Adjustment unless the Park Owner obtains a final decision from the City granting approval of a Special Rent Adjustment. If an appeal is filed from the decision of the Commission, the Park Owner must prevail on the appeal before the City Council in order to be eligible for a Temporary Rent Adjustment.

## **REQUIRED FORMAT**

1. Section XIX should be completed and submitted as part of the Applicant's application for a Special Rent Adjustment (MNOI, Rent Adjustment based on Readjusted Base Year NOI and/or Fair Return Rent Adjustment). All filing requirements set out in the General Instructions for the Special Rent Adjustment Application apply to Section XIX.
2. There is no additional filing fee for a Temporary Rent Adjustment application.

**SECTION XIX****APPLICATION FOR TEMPORARY ADJUSTMENT BASED ON PARK  
OWNER APPLICATION AND HEARING COSTS (Continued)**

3. The Temporary Rent Adjustment application should be filed, served, and posted as part of the Special Rent Adjustment application.
4. The format of the application is the same as for the Special Rent Adjustment application.
5. The Applicant must submit the following documentation in support of any request for a Temporary Rent Adjustment:
  - a. The contract with each person providing the professional service(s), including the fees, costs and other charges, scope of work, specific tasks or services to be performed, and dates of services of work performed.
  - b. Documentation reflecting the actual hours incurred, the specific tasks performed by the person performing the professional service, the reasonableness of the fees, charges and costs charged, and the relevance of the services to the Special Rent Adjustment application, with sufficient detail for the Commission to determine whether the Applicant has met his/her burden of proof, based on substantial evidence, that the factors set forth in the Ordinance and Administrative Rules, for the recovery of fees and costs have been met.
  - c. A Declaration signed under penalty of perjury by the person performing each professional service, confirming his/her performance of the professional service, the relevance of the tasks to the application or appeal at issue, and the reasonableness of the claimed costs and all other factors as required by the Ordinance and Administrative Rules. (Section XIX D)
  - d. A Declaration signed under penalty of perjury by the Park Owner/Park Owner Representative, certifying that he/she has paid, or is obligated to pay, for the costs incurred by the person performing the professional service for the Special Rent Adjustment application and hearing. (Section XIX C)

The Rent Administrator will review and process the Temporary Rent Adjustment application in accordance with YMC §§ 15.20.105, 15.20.110, and 15.20.116, and Chapters 1, 4 and 6 of the Administrative Rules.



<b>SECTION XIX</b>	<b>APPLICATION FOR TEMPORARY ADJUSTMENT BASED ON PARK OWNER APPLICATION AND HEARING COSTS (Continued)</b>
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**A. Calculation of Temporary Rent Adjustment**

Please answer the following questions:

1. Separately list all professional services (by category or type) that the Applicant used in preparing and presenting the Special Rent Adjustment application to the City. Attach additional sheets as needed. Attach and label all supporting documentation as "Section XIX-A(1)".
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
2. Total of all fees, costs and other expenses incurred for all professional services referred to in your answer to Question #1: \$ \_\_\_\_\_
3. Requested Temporary Rent Adjustment (per month per space): \$ \_\_\_\_\_
4. Proposed five-year period for imposition of temporary rent adjustment:  
Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
5. Explain how the Applicant calculated the proposed temporary rent adjustment, including how the Applicant calculated interest. Attach additional sheets as needed. Attach all supporting documentation and label as "Section XIX-A(5)":  
  
\_\_\_\_\_  
  
\_\_\_\_\_

**B. Costs Incurred for Professional Services**

Please answer the following questions. Attach all supporting documentation and label as "Section XIX-B". **NOTE:** Please complete Section B separately for each expert or other person who provided a professional service in support of the Applicant's Special Rent Adjustment application.

Type of Professional Service: \_\_\_\_\_

1. Complete Name(s) of Person Providing Professional Service: \_\_\_\_\_
2. Professional's Business Address: (PO Box is not acceptable) \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code
3. Professional's Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City State Zip Code

<b>SECTION XIX</b>	<b>APPLICATION FOR TEMPORARY ADJUSTMENT BASED ON PARK OWNER APPLICATION AND HEARING COSTS (Continued)</b>
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4. Phone Number: \_\_\_\_\_ Facsimile (optional): \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Type of License: \_\_\_\_\_
7. Effective/Expiration Dates of License: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Effective Date Expiration Date
8. License No. or Certificate No. \_\_\_\_\_
9. Type of contract [Check One]:  
☐ Retainer Agreement ☐ Purchase Order  
☐ Contract ☐ Other (Specify): \_\_\_\_\_
- Provide any additional explanation as needed:

10. Total fees, costs and other expenses charged for this professional service: \$ \_\_\_\_\_
11. Rate Charged:  
Hourly Rate: \$ \_\_\_\_\_  
Lump Sum: \$ \_\_\_\_\_  
Other (specify amount and explain): \$ \_\_\_\_\_  
Explanation:

12. Rate charged for that professional service in the Yucaipa (San Bernardino/Riverside) geographical area. \$ \_\_\_\_\_
- Specify if hourly or other basis. Provide a detailed explanation of the methodology you used to determine this rate, and attach additional sheets as needed. Attach all supporting documentation and label as "Section XIX-B(12)".

13. If you propose to use a different geographical area than the Yucaipa (San Bernardino/Riverside) geographical area, please provide an explanation stating specific reasons why another geographical area is comparable to the Yucaipa (San Bernardino/Riverside) area. Attach additional sheets as needed. Attach all supporting documentation and label as "Section XIX-B(13)".

**SECTION XIX****APPLICATION FOR TEMPORARY ADJUSTMENT BASED ON PARK  
OWNER APPLICATION AND HEARING COSTS (Continued)**

14. Describe each task or service performed in detail and a breakdown of all fees, costs and other expenses incurred. Include an itemized listing of all services performed by the professional and costs charged, on a daily and hourly basis. Attach additional sheets as needed, and attach all other supporting documentation, and label as "Section XIX-B(14)".

15. Explain all reason(s) for necessity for professional services and fees, costs and other expenses (e.g., the complexity of the matter). Attach additional sheets as needed and label as "Section XIX-B(15)".

16. Have you paid all fees, costs, and expenses claimed in Section XIX?

Yes ☐ No ☐

If yes, attach copies of all invoices, checks and other supporting documentation and label as "Section XIX-B(16)".

17. If you have not yet paid all fees, state when payment is due: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Attach copies of all invoices, checks and other supporting documentation and label as "Section XIX-B(17)".

**C. Owner's Certification**

1. I retained the expert(s) who submitted reports as part of my application for an MNOI/Fair Return Rent Adjustment.
2. I am obligated to pay all expenses for professional services provided in connection with my application for an MNOI/Fair Return Rent Adjustment and referred to in this Section XIX.

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: \_\_\_\_\_

<b>SECTION XIX</b>	<b>APPLICATION FOR TEMPORARY ADJUSTMENT BASED ON PARK OWNER APPLICATION AND HEARING COSTS (Continued)</b>
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**D. Professional's Declaration Under Penalty of Perjury**

I, \_\_\_\_\_ declare as follows:

1. I am a \_\_\_\_\_  
Professional Title/ Area of Specialization
2. My license number is \_\_\_\_\_
3. My license number effective date /expiration dates are: Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
4. A copy of my resume or CV **[CHECK BOX]** ☐ is / ☐ is not attached to this Declaration.
5. My experience in this area is as follows:

- \_\_\_\_\_
6. I performed the following services in support of the Park Owner's Application for the MNOI/Fair Return Rent Adjustment filed with the City of Yucaipa:

- \_\_\_\_\_
7. All tasks performed by me are relevant to the application for MNOI/Fair Return Rent Adjustment, for the following reasons:

- \_\_\_\_\_
8. All fees charged by me for my services performed are reasonable for the following reasons:

\_\_\_\_\_

I declare under penalty of perjury under the laws of the State of California that the information and documentation and statements contained in this Declaration and the attached application for a Temporary Rent Adjustment are true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_ California.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title/Capacity: \_\_\_\_\_

Mailing Address: \_\_\_\_\_