



Sonoma County Community Development Commission
Sonoma County Housing Authority
1440 Guerneville Road, Santa Rosa, CA 95403-4107

*Members of the
Commission*

Efren Carrillo
Chair

Shirlee Zane
Vice Chair

David Rabbitt
James Gore
Susan Gorin

Kathleen H. Kane
Executive Director

RE: Mobilehome Park Space Rent Stabilization Ordinance No. 5105

Dear Mobilehome Park Owner:

It is time to submit your annual registration forms as per the Mobilehome Park Space Rent Stabilization Ordinance. This year, **annual registration is due on or before February 29, 2016**. For your convenience, **we are pleased to introduce an online submission option**.

Online Submission Instructions:

1. Use the fillable form available at: <http://www.sonoma-county.org/cdc/mhmain.htm>
2. Once form is complete use the "save as" option and apply the following format when naming this document: park name_date of submission. Example: Hopeville Park_February 29, 2016
3. Gather all applicable pages of each lease you wish to have exempted from the annual registration fee
4. Email the completed form and lease documentation to: diedre.duncan@sonoma-county.org

If you prefer to submit your registration via United States Postal Service or other carrier, use the same process as above and send the printed copies to:

Sonoma County Community Development Commission
Attn: Diedre Duncan
1440 Guerneville Road
Santa Rosa, CA 93940

Thank you as always for your timely response to this annual requirement. If you have questions please contact: Diedre Duncan diedre.duncan@sonoma-county.org or by phone 707-565-7537.

Sincerely,

Diedre Duncan



Telephone (707) 565-7500
FAX (707) 565-7583 • TDD (707) 565-7555



**Sonoma County Mobile Home Rent Stabilization Program Ordinance No. 5105
Annual Registration Form 2016**

Name of Mobile Home:

Address of Park:

City, State, Zip:

Telephone Number:

Park Owner Contact Information

Park Manager Contact Information

Owner First Name:

Manager First Name:

Owner Last Name:

Manager Last Name:

Mailing Address:

Mailing Address:

City, State, Zip:

City, State, Zip:

Telephone:

Telephone:

Email:

Email:

Administrative Fee Calculation

1. Total Number of Mobile Home and RV Spaces in Park:
2. Total Short-Term RV Spaces in Park (not residing longer than 9 months):
3. Total Spaces with Long-Term Leases (12 months or more):
4. Total Spaces with Mobile Home owned by Park Owner:
5. **Total Number of Spaces to be billed for administrative fee** **0**

Signature & Title:

Date:

Please remit completed registration form and provide a list of all residents in your park to this office before February 28, 2016. All submissions should be directed to Diedre Duncan: diedre.duncan@sonoma-county.org or by mail to 1440 Guerneville Road, Santa Rosa, CA 95403

If you have spaces that qualify for an exemption due to a long-term lease, you must submit applicable pages from the lease which demonstrate proof of the resident's name, space number, rent amount, lease duration and signature. Exemptions are contingent upon annual review by the Mobilehome Program Clerk.

**If you fail to comply with the annual registration requirements you will
be responsible for the fee on all spaces in the park**