

October 12, 2011

Dear Park Owners/Managers:

RE: RENTAL DISPUTE FEE EXEMPTION REQUEST—**DEADLINE is NOVEMBER 15, 2011**

According to our records, you own or manage a mobilehome park covered by the City of San José Mobilehome Rent Ordinance (Municipal Code Chapter 17.22). This law limits the allowable rent increases for most mobilehome lots constructed with a permit issued prior to September 7, 1979.

A cost recovery regulatory fee is charged on all covered units on an annual basis to pay for the administration of the San Jose Rent Control Ordinance by the City's Rental Rights and Referrals Program (RRRP). Park owners of covered units must pay the Mobilehome Rent Fee of **\$13.82** per space. The Mobilehome Rent Ordinance (Chapter 17.22.920) allows one half of the fee (\$6.91) to be passed to the resident of the space for which it is charged providing that it is shown on the rental statement as a separate line item from the base rent.

The San Jose Mobilehome Rent Ordinance allows park owners to request an annual fee exemption for the reasons described below. All exemption requests require a **completed** fee exemption request form (see enclosed document) and additional written documentation.

Allowable Exemptions and Required Documentation

1. Owner Occupied (Chapter 17.22.270)

A mobilehome or mobilehome lot where a park owner personally resides in and is not available for rent. Additional required documentation:

- List the space lot and submit a dated proof of residence.
- Dated proof of residence.

2. Government Owned, Operated or Rent Subsidized

Mobilehomes which are government owned or operated or whose rents are subsidized pursuant to the Housing Assignment Payments Program. Additional required documentation:

- For each space, list: government agency and telephone number of the owner/operator of the subsidized space(s).

3. Long Term Leases (LTL) (Chapter 17.22.370)

Mobilehome lots with rental agreements entered into on or after January 1, 1986 and a lease term in excess of 12 months. Additional required documentation:

- For each space, list: 1) resident name, 2) space number, 3) move-in date, and 4) expiration date.
- Attach a copy of the long term lease for EACH exempted unit.

4. Mobilehome Lots Permitted after September 7, 1979

Additional required documentation:

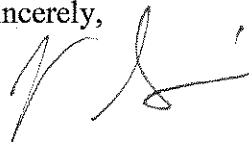
- For each space, list: 1) resident name and 2) space number.
- Attach proof of permit date for each lot listed.

All fee exemptions requests must be received by the Rental Rights and Referrals Program on or before NOVEMBER 15, 2011, 5:00pm. You are required to confirm that your exemption request was received by calling (408) 975-4475 and email: Theresa.ramos@sanjoseca.gov.

Mobilehome Fee Invoicing will be done in January 2012 and fee payments will be due on or before **JANUARY 31, 2012 by 5:00pm**. Late payments shall be subject to penalty in accordance with the Mobilehome Rent Ordinance, Chapter 17.22.940.

For further inquiries, contact Theresa Ramos at (408) 975-4475 or Theresa.ramos@sanjose.ca.gov.

Sincerely,



Jessica Scheiner
Rental Rights & Referrals Program Manager



MOBILEHOME FEE EXEMPTION REQUEST
DEADLINE: RECEIVED BY 5:00pm on NOVEMBER 15, 2011
No late or incomplete exemption requests will be accepted.

DELIVER OR MAIL TO: **CITY OF SAN JOSE, HOUSING**
Rental Rights & Referrals Program
200 E. Santa Clara Street, 12th Floor, San José, CA 95113-1905
Theresa Ramos at (408) 975-4475

PARK OWNER'S INFORMATION

Name:		
Address:		
City:	State:	Zip Code:
Day Phone:	Other Phone:	

I request exemption from the FY 2011-12 Rental Rights & Referrals Program Mobilehome Fee for:

MOBILEHOME PARK INFORMATION

Name:		
Address:	Total # of Spaces:	
City:	State:	Zip Code:
Manager's Name:		
Day Phone:	Other Phone:	Fax:

EXEMPTION REQUEST SUMMARY

	EXEMPTION TYPE	# of EXEMPTS	REQUIRED DOCUMENTATION
1.	Owner Occupied:		List space lot and proof of residence
2.	*Government Owned/Operated/Rent Subsidized:		Government agency and telephone number
3.	**Long Term Leases (LTL):		List and provide a lease for EACH space lot
4.	Spaces permitted after September 07, 1979		List and provide proof of permit date for each space lot
Total Exemptions Requested:			

***Government Owned/Operated/Rent Subsidized:** Provide a list with following information: 1) government agency name and telephone number of the owner/operator of the subsidized space(s).
****LTL:** Provide a list with the following information: 1) resident name, 2) space number, 3) move-in date, 4) LTL expiration date, AND a copy of EACH long term lease.

I declare under penalty of perjury that the foregoing statements are true.

Signature: _____ Date: _____