

Housing
RENTAL RIGHTS & REFERRALS

October 1, 2009

Dear Park Owners/Managers:

RE: RENTAL DISPUTE FEE EXEMPTIONS DEADLINE—NOVEMBER 16, 2009

San José Municipal Code Chapter 17.22 (the Mobilehome Rent Ordinance) provides for a Rental Rights and Referrals Program Fee to be charged to mobilehome parks annually and provides for certain exemptions from that fee. This letter describes the exemptions and exemption process.

All fee exemptions requests must be received in our office on or before NOVEMBER 16, 2009, 5:00pm DEADLINE. (E-mail is acceptable but, NO POSTMARKS). NOTE: If you mail/e-mail your exemption request, you must contact our office to confirm that it has been received.

1. Owner Occupied

A mobilehome or mobilehome lot that is not available for rent as the park owner personally resides and where no Rental Rights and Referrals Program Fee is charged (Chapter 17.22.270). If this applies, submit a written statement containing the following:

- A completed exemption form.
- A statement that the park owner personally resides at the space.
- Attach 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 are exempt from the Rental Rights and Referrals Fee. If this applies, submit a written statement containing the following:

- A completed exemption form.
- For each space, list: 1) government agency name and telephone number who owns or subsidizes the space(s).

3. Long Term Leases (LTL)

Section 17.22.370 of the Ordinance exempts mobilehome lots for which there are rental agreements, which were entered into on or after January 1, 1986, and have a lease term in excess of 12 months. If this applies, submit a written statement containing the following:

- A completed exemption form.
- For each space, list: 1) resident name, 2) space number, 3) move-in date, and 4) expiration date.
- Attach a copy of EACH long term lease listed.

4. Mobilehome Lots Permitted after September 7, 1979—ARE EXEMPT

If this applies, submit a written statement containing the following:

- A completed exemption form.
- For each space, list: 1) resident name and 2) space number.
- Attach proof for each lot listed.

Building Relationships in Rental Communities

RENTAL DISPUTE FEE EXEMPTION DEADLINE

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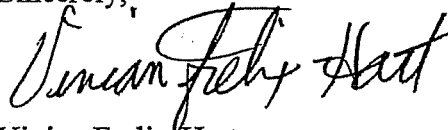
The Rental Rights and Referrals Program's "Mobilehome Fee" is \$13.82 per space. Section 17.22.920 of the Mobilehome Rent Ordinance allows one half of the fee (\$6.91) to be passed to the resident of the space for which it is charged providing that it is shown on the rental statement as a separate line item from the base rent.

Billing is processed in December 2009. Payment is due on or before **JANUARY 31, 2010 by 5:00pm**. No Postmarks! Submit payment to:

Payment Processing Finance
City of San José
200 E. Santa Clara Street, 13th Floor
San José, CA 95113-1905

Late payments shall be subject to penalty in accordance to the San José Municipal Code— Mobilehome Rent Ordinance, Chapter 17.22.940. If you have any questions, please contact staff, Theresa Ramos at (408) 975-4475.

Sincerely,



Vivian Frelix-Hart
Rental Rights & Referrals Program
Division Manager, Special Projects

Building Relationships in Rental Communities



HOUSING

RENTAL RIGHTS & REFERRALS

MOBILEHOME FEE EXEMPTION REQUEST
DEADLINE: RECEIVED BY 5:00pm on NOVEMBER 16, 2009

No late, incomplete or postmarks will not 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

OWNER'S INFORMATION

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

I request exemption from the FY 2009-10 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	DOCUMENTATION
1.	Owner Occupied:		Provide space lot and proof of residence
2.	*Government Owned/Operated/Rent Subsidized:		Identify the government agency and telephone
3.	**Long Term Leases (LTL):		Provide a list and a lease for EACH space lot
4.	Spaces permitted after September 07, 1979		Provide a list and proof for each space lot
Total Exemptions Requested:			List information

***Government Owned/Operated/Rent Subsidized:** Provide a list with following information: 1) government agency name and telephone number who owns or subsidizes the 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 5) a copy of EACH long term lease.

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

Signature: _____

Date: _____