



ADJUSTED SPACE RENT INCREASE PETITION

(FOR PARK OWNER USE ONLY)

On March 1, 2023 the City of Meniffee City Council adopted Ordinance No. 2023-366 that included Chapter 5.80 "Mobile Home Park Rent Stabilization". Per Section 5.80.090, a mobile home park owner may petition the City for an adjusted space rent increase in addition to the permissive annual increase set forth in Section 5.80.080. The petition shall include evidence and documentation that the requested adjusted space rent increase is necessary to provide the mobile home park owner with a fair return. The petition shall be accompanied by an initial processing deposit of \$1.00 per space subject to Chapter 5.80.

Please submit this form and any supporting documentation to mbinnall@cityofmeniffee.us or mail to:

City of Meniffee
Mobile Home Park Rent Stabilization Program
c/o Molly Binnall
29844 Haun Road
Meniffee, CA 92586

Property Owner(s) Information

Company Name (if applicable):

First Name: Last Name:

Mailing Address:

(Street Number & Name) (City) (State) (Zip Code)

Phone: () Email:

Preferred Method of Contact: Mailing Address Email Phone

Property Information

Mobile Home Park Name:

Park Address:

(Street Number & Name) (City) (State) (Zip Code)

Total Number of Tenant Lots Subject to Chapter 5.80:

Total Processing Deposit Included with Petition (\$1.00 per tenant subject to Chapter 5.80): _____

Adjusted Space Rent Increase Explanation

Please provide a detailed explanation of the reason this petition is being submitted: _____

Declaration

I (we) declare under penalty of perjury under the laws of the State of California that the contents of the foregoing application and all attachments and accompanying documents are true, correct, and complete.

Signature:

Date:

Print Name:

City Hall Staff Use Only

Received by:

Date:

Utility Cost Information

ELECTRICITY: (please check one)

- _____ Tenants pay directly to utility company (proceed to Natural Gas Section below)
- _____ Tenants are billed by the park based on their meter reading (proceed to Section A below)
- _____ Cost of utility is included in the rent (proceed to Section B below)

A. Fill in the amounts paid and collected the past 3 calendar years for electricity.

	20____	20____	20____
1. Amount collected from park tenants:	_____	_____	_____
2. Amount billed by utility company:	_____	_____	_____
3. Difference: (1 minus 2)	_____	_____	_____

B. Enter the amount paid by the park owner to the utility company:

NATURAL GAS: (please check one)

- _____ Tenants pay directly to utility company (proceed to Water Section below)
- _____ Tenants are billed by the park based on their meter reading (proceed to Section C below)
- _____ Cost of utility is included in the rent (proceed to Section D below)

C. Fill in the amounts paid and collected the past 3 calendar years for natural gas.

	20____	20____	20____
4. Amount collected from park tenants:	_____	_____	_____
5. Amount billed by utility company:	_____	_____	_____
6. Difference: (1 minus 2)	_____	_____	_____

D. Enter the amount paid by the park owner to the utility company:

WATER: (please check one)

- _____ Tenants pay directly to utility company (proceed no further on this page)
- _____ Tenants are billed by the park based on their meter reading (proceed to Section E below)
- _____ Cost of utility is included in the rent (proceed to Section F below)

E. Fill in the amounts paid and collected the past 3 calendar years for water.

	20____	20____	20____
7. Amount collected from park tenants:	_____	_____	_____
8. Amount billed by utility company:	_____	_____	_____
9. Difference: (1 minus 2)	_____	_____	_____

F. Enter the amount paid by the park owner to the utility company:

Operating Income and Expense Sheet for Year 20_____

OPERATING INCOME:*

Space Rent Income: _____

(excluding capital improvement income)
(includes manager space rent, if any)

Miscellaneous Income:

Laundry Room Income: _____

Cable TV Income: _____

Guest Fees: _____

RV Storage Income: _____

Insurance Recovery: _____

Vending Machines: _____

Rec. Room Income: _____

Late/Return Checks: _____

Employee Rent: _____

Other Incomes: (list)

*List all park-related income. If tenants are billed by the park for utilities, any surplus income left after the utility bills are paid are NOT to be listed above as income.

**List all regular operating expenses only. Do not include capital improvement expenses. Do not list tenant reimbursed utility expenses as defined in CA Civil Code Chapter 2.5, Sec. 798.41.

OPERATING EXPENSES:**

Administration:

Accounting: _____

Insurance: _____

Legal: _____

Licenses/Fees/Dues: _____

Office Expenses: _____

Telephone Expenses: _____

On-Site Salaries/Taxes: _____

Management Fees: _____

Monthly Space Billing: _____

Debt Service Interest: _____

Rent/Lease on Land: _____

Property Taxes: _____

Utilities: (owner paid & common area)

Water: _____

Electricity: _____

Natural Gas: _____

Trash Collection: _____

Maintenance:

Carpentry: _____

Electric: _____

Landscaping: _____

Plumbing: _____

Pool Maint/Supplies: _____

Street Maint: _____

Street Sweeping: _____

Security: _____

Other Maint: _____

TOTAL INCOME: _____

TOTAL EXPENSES: _____

Additional Information

Date of Mobile Home Park Purchase: _____ Purchase Price: _____

Down Payment Amount: _____ Total Amount of Equity To Date: _____

Briefly provide the rents charged and net operating income of the park (gross income less operating expenses less debt service) prior to the purchase. Additionally, attach an appraisal of the park at the time of purchase. If this does not apply, write N/A below. (Attach additional pages if necessary)

Briefly list any refinancing of the park since the date of purchase. If you have refinanced, describe whether the proceeds of refinancing were used to improve the park or for other purposes. (Attach additional pages if necessary)

Briefly describe all capital improvements that have been made to the park. Include the cost of those improvements and indicate whether the cost was recovered by a capital improvement rent increase. (Attach additional pages if necessary)

Briefly explain the overall rate of return currently being earned by the park. (Attach additional pages if necessary)
