

**City of Yucaipa**  
**Mobilehome Rent Stabilization Program**  
34272 Yucaipa Boulevard  
Yucaipa, CA 92399  
(909) 797-2489

**CAPITAL IMPROVEMENT RENT ADJUSTMENT  
INSTRUCTIONS FOR COMPLETING AN APPLICATION**

Attached is an application for a Capital Improvement Rent Adjustment pursuant to Yucaipa Municipal Code (YMC) Section 15.20.080(B). All attached forms and requested information must be completed and returned with five (5) copies, four (4) sets of pre-addressed, self-sticking labels, and a filing fee of \$1,750.00. All checks and money orders shall be made payable to the City of Yucaipa.

The application shall be submitted by the park owner (or authorized representative), with a declaration, signed under penalty of perjury, certifying that the information in the application is true and correct.

The application must be accompanied by all supporting documentation, including, but expressly not limited to, invoices, statements, bank records, canceled checks and canceled invoices, Minutes of Resident Meetings, Election Ballot Forms, etc.

You will be notified, by certified mail, if additional documentation is necessary to complete the processing of your application.

Within thirty (30) days of submittal of your complete application, the Rent Administrator shall send a notice to you, and your affected residents, of the City's determination to either:

1. Grant the requested increase.
2. Grant a modified increase.
3. Deny the requested increase.

The decision of the Rent Administrator may be appealed to the Yucaipa Rent Review Commission, pursuant to YMC §15.20.080(C). YMC §15.20.100(D)3a sets forth process and hearing procedures for appeals to the Rent Review Commission and/or the City Council.

Questions should be directed to the Mobilehome Rent Administration Department at (909) 797-2489, Extension 236.

**GENERAL INSTRUCTIONS**

Application shall be typed or printed in black ink. Attach additional pages, as needed, using paper no larger than 8 1/2 x 11. Label all attachments. Attach in the order as listed below. You may submit copies of income tax forms or accounting ledgers, but these may not substitute for pages in 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.

Information shall be submitted in the following order:

Application, including Owner's Declaration Under Penalty of Perjury

Part I:           General Information

Part II:          Capital Improvement Information

Part III:         Tenant Information

If you are submitting additional documentation for consideration, it is required that it be numbered and labeled. NOTE: Also required, at the time the application is filed, is four (4) sets of self-addressed, self-sticking address labels addressed to park residents showing park name and address, including space number.

<b>EXAMPLE:</b>	Resident:	John & Jane Doe
	Park Name:	Yucaipa Mobilehome Park
	Park Address:	12345 Main Street, Space 100
		Yucaipa, CA 92399
	City, State, Zip:	

The application and all supporting documents shall be delivered to:

City of Yucaipa  
Attention: Jennifer Shankland, Director of General Services/City Clerk  
34272 Yucaipa Boulevard  
Yucaipa, CA 92399

Questions should be directed to the Mobilehome Rent Administration Department at (909) 797-2489, Extension 236.

**OWNER'S DECLARATION UNDER  
PENALTY OF PERJURY**

I (We), \_\_\_\_\_ declare as follows: I (we) am (are) the Park Owner(s)\* or (Authorized Representative(s)\* of the owner(s)] of said park involved in this request, and I am authorized to submit this application form and supporting documentation on behalf of the Mobilehome Park being applied for. I declare under penalty of perjury that the information and documentation and statements are true and correct.

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

Signed:

\_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Capacity)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(Telephone)

\*Please Specify by *circling* or *underlining* if you are the Park Owner or Authorized Representative

**PART I - GENERAL INFORMATION**

Mobilehome Park Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Park Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Address: \_\_\_\_\_  
(P.O. box is not acceptable)

Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(If other than park owner)

Address: \_\_\_\_\_  
(P.O. box is not acceptable)

Total number of spaces in Park: \_\_\_\_\_

Total number of leased spaces in park: \_\_\_\_\_

Total number of month-to-month spaces in the park:<sup>1</sup> \_\_\_\_\_

List space numbers for each month-to-month space: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>1</sup> Any Capital Improvement rent increase granted shall be amortized over the useful life of the improvement and apportioned among all spaces in the park, whether leased or month-to-month.

**PART I: GENERAL INFORMATION (CONTINUED)**

Date and type of last rental adjustment approved by City (if any):

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Year park purchased by current owner:

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Year park originally opened:

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Briefly describe the park, including all services and dates services were provided; state which services are provided without additional charge:

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Describe all services provided, which are charged separately, and date service was activated:

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Please provide any other information you wish the City to consider:

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**PART II: CAPITAL IMPROVEMENT INFORMATION**

Date when stated Capital Improvement was completed: \_\_\_\_\_

Description of stated Capital Improvement (be specific) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate whether any costs of the stated Capital Improvement have already been passed on to any park residents in the form of a rent increase or separate charge:

Yes                       No

If so, provide explanation of circumstances (dates, amounts charged, etc.) and provide all necessary documentation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate what you believe is the useful life of the stated capital improvement. Provide the basis of your decision and attach documentation supporting the useful life period.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Finance term (if applicable) <sup>2</sup>	\$ _____
Cost	\$ _____
Estimated cost of financing	\$ _____
Total Cost	\$ _____

<sup>2</sup> Include with application documentation such as loan agreements, financing arrangements, etc. If the owner finances the Capital Improvement in whole or in part with his/her own funds, interest at the rate equal to the prime rate, plus 2½ percent as of the date of the application, computed over a reasonable amount of time shall be included as a part of the Capital Improvement cost. (Resolution No. 2007-03 Section 5.0005.)





**City of Yucaipa  
Mobilehome Rent Stabilization Program**

**ELECTION BALLOT FORM**

Date: \_\_\_\_\_

Name of Mobilehome Park: \_\_\_\_\_

The following is a detailed description of the capital improvements being proposed, which may be submitted for application to the City of Yucaipa for the consideration of a Capital Improvement rent increase. The Capital Improvements  will  will not be submitted under Health and Safety guidelines.

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The following is an estimate of the cost of the above-mentioned proposed Capital Improvements \$\_\_\_\_\_ Estimated cost per space \$\_\_\_\_\_

I hereby **GIVE** my consent to the above-described Capital Improvements in my Park.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Please Print Your Name

\_\_\_\_\_  
Space No.

I hereby **DO NOT GIVE** my consent to the above-described Capital Improvements in my Park.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Please Print Your Name

\_\_\_\_\_  
Space No.