



City of Yucaipa
Mobilehome Rent Stabilization Program
APPLICATION FOR WRITTEN NOTICE OF INTENT TO APPEAL THE
MOBILEHOME RENT ADMINISTRATOR'S DECISION

Pursuant to Yucaipa Municipal Code (YMC) Chapter 15.20, Yucaipa Mobilehome Rent Stabilization Program (§§ 15.20.085(E), 15.20.105, and 15.20.110), appeals to the Hearing Officer from a Mobilehome Rent Administrator Decision must be filed within ten (10) days of the date of the written decision. A total of one (1) hard copy and one (1) electronic copy of the completed appeal, a declaration under penalty of perjury, and any additional back-up documentation submitted prior to the hearing must be provided to the City in order for the appeal application to be deemed complete. All information and documentation submitted shall be paginated, labeled and correlated to the specific section, question or item of the city-approved form to which the information and/or documentation pertains. The application must include a written summary of the basis of the appeal, any documents supporting the appeal, and proof of service of written notice of the filing of the appeal pursuant to § 15.20.105. At the time the application is filed, the applicant shall also post in three (3) conspicuous places in the park, a notice and a complete copy of the application. The notice shall be in accordance with the city-approved form and shall advise the park residents or park owner that an application has been filed with the Rent Administrator.

The application fee for Appeals to the Hearing Officer from a Rent Administrator Decision shall be \$1,750.00 per application, plus the costs of transcripts of any underlying proceedings from which the appeal is made. The application fee shall be paid in full and collected by the City prior to setting the appeal hearing to the Hearing Officer (Pursuant to the Administrative Rules). All checks should be made payable to the City of Yucaipa.

The Rent Administrator shall have ten days in which to declare the appeal application complete. A hearing shall be held not later than sixty (60) days from the date the appeal application is determined complete. The Hearing Officer shall render its decision in writing, including findings of fact: (i) within seventy-five (75) days after the date an application is determined to be complete; or (ii) not later than seventy-five (75) days from the final thirty (30) day deadline by which the applicant must submit additional information or documentation to the city in order for the rent administrator to find that the application or appeal is complete, as provided in Section 15.20.105.

Contact the Mobilehome Rent Administration Department at 909-797-2489, Extension 236, if you need assistance or have questions. **It is your responsibility as the applicant to review pertinent sections in YMC Chapter 15.20 and the Administrative Rules to know the process and requirements for this type of application.**

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Application shall be typed or printed in black ink.

SECTION I

Mobilehome Park Name: _____

SECTION II

Name of person or group filing the appeal (if a group is filing the appeal, please include the official contact person): _____

Appellant(s) Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

SECTION III

Please attach a written summary of the basis of the appeal and any documents supporting the appeal using paper no larger than 8 ½ x 11. Label and paginate all attachments.

SECTION IV

Signature of Appellant

Date

The application and all supporting documents shall be delivered to City of Yucaipa, Attention Mobilehome Rent Administrator, 34272 Yucaipa Blvd., Yucaipa, CA 92399

PROOF OF SERVICE

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I, _____, declare:

I am a resident of the State of California and over the age of eighteen years, and not a party to the within action; my business address is _____.

On _____, I served the within documents: _____.

by placing a true copy thereof in three conspicuous places in the park (as required by § 15.20.105(A)).

List all three locations:

- 1.
- 2.
- 3.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct.

Executed on _____ at Yucaipa, CA.

Name

Title