

City of Yucaipa
Mobilehome Rent Stabilization Program

APPLICATION FOR WRITTEN NOTICE OF INTENT TO APPEAL

Pursuant to Yucaipa Municipal Code (YMC) Chapter 15.20 (Yucaipa Mobilehome Rent Stabilization Program), appeals to the Rent Review Commission of Staff Determinations and appeals to the City Council of Rent Review Commission Determinations must be filed within ten (10) days of the date of the written decision. A total of (5) copies of the completed appeal 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. 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 on the opposing party.

The application fee for Appeals to the Rent Review Commission of Staff Determinations and Appeals to the City Council of Rent Review Commission Determinations 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 of either the Rent Review Commission or City Council (Pursuant to the Resolution No. 2011-52). All checks and money orders should be made payable to the City of Yucaipa.

The Rent Administrator shall have ten days in which to declare the appeal application complete.

Appeal of Staff Determinations	Appeal of Rent Review Commission Determinations
A hearing of the Commission shall be held not later than sixty (60) days from the date the appeal application is determined complete. The Commission shall render its decision in writing, including findings of fact, within seventy-five (75) days after the date an application is determined to be complete.	A hearing of the City Council shall be held not later than thirty (30) days from the date the appeal application is determined complete. The City Council shall render its decision in writing, including findings of fact, within fifteen (15) days from the commencement of the public hearing. The decision of City Council is final.

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 Resolution No. 2011-52 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 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 Business Mailing Address. On Date, I served the within documents: Name of Document(s)

[] by placing a true copy thereof enclosed in sealed envelopes addressed as stated

List all Recipients and Addresses

1 [] by causing facsimile transmission of the document(s) listed above from
2 _____ [insert facsimile number] to the person(s) and facsimile number(s) set forth
3 below on this date before 5:00 P.M. This transmission was reported as complete and without
4 error. A copy of the transmission report(s), which was properly issued by the transmitting
5 facsimile machine, is attached. Service by facsimile has been made pursuant to a prior written
6 agreement between the parties.

7 [] by placing the document(s) listed above in a sealed envelope with postage thereon
8 fully prepaid, in the United States mail at Yucaipa, California, addressed as set
9 forth below. I am readily familiar with the firm's practice for collection and
10 processing correspondence for mailing with the United States Postal Service.
11 Under that practice, it would be deposited with the U.S. Postal Service on that
12 same day with postage thereon fully prepaid in the ordinary course of business. I
13 am aware that on motion of the party served, service is presumed invalid if postal
14 cancellation date or postage meter date is more than one day after date of deposit
15 for mailing contained in this affidavit.

16 [] by placing the document(s) listed above in a sealed envelope and affixing a pre-
17 paid air bill, and causing the envelope to be delivered to a _____ [insert as
18 appropriate] agent for delivery, or deposited in a box or other facility regularly
19 maintained by _____ [insert as appropriate], in an envelope or package
20 designated by the express service carrier, with delivery fees paid or provided for,
21 addressed to the person(s) at the address(es) set forth below.

22 [] by personally delivering the document(s) listed above to the person(s) at the
23 address(es) set forth below.

24 [] by causing personal delivery by _____ [insert name and
25 address of business providing service of legal documents] of the document(s)
26 listed above to the person(s) at the address(es) set forth below.

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

Executed on Date at City, State.

Name

Title