



Santa Clarita Municipal Code 6.02
Manufactured Home Park Rent Adjustment Procedures

APPEAL REQUEST INSTRUCTIONS – PAGE 1

Please Read Carefully

Santa Clarita Municipal Code (SCMC) 6.02 controls the way a manufactured home park owner may calculate and implement a space rent increase. The Manufactured Rental Adjustment Panel (Panel) is elected to hear appeals of proposed space rent adjustments.

This Petition Form must be used in order to request a space rent increase appeal hearing before the Panel. All three pages of the Petition Form and all requested attachments must be submitted to the City of Santa Clarita (City) Community Development Department within 45 days of the receipt of the notice for annual space rent adjustment, or by November 14, whichever is *earlier*. Please submit to:

City of Santa Clarita
Community Development Department
23920 Valencia Boulevard, Suite 120
Santa Clarita, CA 91355
Attention : Erin Lay

Page 3 of the Petition Form – *Resident Signature Form*, must be signed by the residents of at least 50% of the affected spaces in the park, plus one additional affected space. Signatures *must* meet the definition in SCMC 6.02.020 as shown below:

“Manufactured home resident” or “resident” mean any person entitled to occupy a manufactured home as the owner thereof or pursuant to a rental or lease agreement with the owner of a manufactured home.

In order for an appeal to be heard by the Panel, the basis for the appeal must be within the authority of the Panel as outlined in SCMC 6.02. Issues that are outside the authority of the Panel cannot be part of an appeal hearing. Petition Form Page 2 – *Basis for Appeal Request*, lists the most common basis for a space rent adjustment appeals. However, you may list your basis for the appeal in the space provided.

If you have questions about the requirements under SCMC 6.02, please contact Erin Lay at 661.286.4174 or at elay@santa-clarita.com.

APPEAL REQUEST INSTRUCTIONS – PAGE 2

Form and Attachments

Please make sure to fully complete and submit all required pages of the Form and attachments listed below:

- Petition Form Page 1 – *General Information*
- Petition Form Page 2 – *Basis for Appeal Request*
- Petition Form Page 3 – *Resident Signature Form(s)*. Make copies of the blank *Resident Signature Form* as needed for additional signatures. The *Resident Signature Form* must be signed by a resident of at least 50% of the affected spaces, plus one additional affected space.
- Supporting statements related to Petition Form Page 2 – *Basis for Appeal Request*.
- A copy of your space rent increase notice (you may block out the personal information on the notice if desired.)
- Any other supporting documents or information you believe will be useful in determining if the basis for your appeal is within the authority of the Panel.

Submission Timeline

Please ensure that all required forms and attachments are complete and are submitted to the City Community Development Department within 45 days of receipt of the notice for space rent adjustment, or by November 14, whichever is *earlier*. Forms received after this date will not be considered.

You must also submit a complete copy of the Appeal Petition to the owner of the Park within 10 calendar days of submission to the City – SCMC 6.02.120(F)

Appeal Hearing Notification

You will be notified in writing within 15 days if the appeal is within the authority of the Panel to hear. All affected residents will be notified by mail as well. If the appeal is within the Panel's area of authority, a Panel meeting will be scheduled.

We are Here to Help!

If you have any questions about the space rent appeal process, or how to complete this document, please contact Terasa Sullivan at 661.255.4368 or tsullivan@santa-clarita.com, or Erin Lay at 661.286.4174 or elay@santa-clarita.com.

PETITION FORM PAGE 1 - GENERAL INFORMATION

I. Manufactured Home Park Information:

Park Name: _____

Address: _____

Date your received your space rent increase notice: _____

II. Resident Spokesperson Information:

Primary Spokesperson Name: _____

Address: _____ Space #: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Are you comfortable communicating by email? Yes No

Alternate Spokesperson Name: _____

Address: _____ Space #: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Are you comfortable communicating by email? Yes No

Special Information for the Resident Spokesperson

The primary or alternate resident Spokesperson may be contacted by City staff to obtain additional information or documentation. The primary or alternate resident Spokesperson, or a another person of their choosing, will need to attend each of the Panel appeal hearing meetings, present the case for the appeal, and be prepared to answer any questions the Panel may have. Spokespersons may also delegate their time for presentations to another person, or have another person answer questions from the Panel during any part of the appeal process.

PETITION FORM PAGE 2 - BASIS FOR APPEAL REQUEST

This appeal is based on (check all that apply and provide the requested information when submitting these forms):

I. Space Rent Adjustment Notice – SCMC 6.02.080

- The notice was not delivered by October 1. *Date of notice:* _____
- The notice did not meet the requirements of SCMC 6.02.080. *Attach an explanation of what information was missing.*

II. Standard Space Rent Adjustments – SCMC 6.02.090(C)

- The percentage adjustment in the Standard space rent increase exceeds the amount allowed. *Percentage on space rent adjustment notice:* _____
- The part of the space rent adjustment based on government required services or utilities exceed the actual pro-rated costs.

III. Non-Standard Space Rent Adjustments – SCMC 6.02.090(D)

- The capital improvement or replacement does not meet the definition in SCMC 6.02.02, or was not amortized for the period of time allowed in SCMC 6.02.110.
- The capital improvement or replacement was completed earlier than 24 months prior to the space rent adjustment notice. *Date completed:* _____
- The increase based on a fair and reasonable rate of return does not meet the requirements of SCMC 6.02. *Attach an explanation of how the increase does not meet the requirements.*
- The charge for a previously approved capital improvement or replacement was not removed when it should have been. *Attach a statement of which capital improvement or replacement was not removed, and the date on which it should have been removed.*

IV. Other

- This appeal is based on an issue not listed above. *Attach an explanation of how the increase does not meet the requirements of SCMC 6.02.*

