



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

May 4, 2022

48 Yaney Avenue, Sonora
Mailing: 2 S. Green Street
Sonora, CA 95370
(209) 533-5633
(209) 533-5616 (Fax)
(209) 533-5909 (Fax – EHD)
www.tuolumnecounty.ca.gov

TO: Mobilehome Park Owners in Tuolumne County
FROM: Rachel Bell, Business Manager
SUBJECT: Annual Fee Notification – This is Not a Bill

The County of Tuolumne Mobilehome Park Rent Control Ordinance annual fee will be **\$13 for the administration and defense of the County of Tuolumne Mobilehome Park Rent Control Ordinance for Fiscal Year 2022-2023. The annual fee will be assessed to you in early June, 2022 by the County. This is not a bill.**

As you are aware, the County's Mobilehome Rent Control Ordinance contains a provision whereby the park owners and residents pay for the County's costs to operate and defend the ordinance. This fee is reviewed annually by the County and the amount of the fee is adjusted, if needed, based on the projected annual cost of administration and legal costs for the next fiscal year.

Under the Ordinance, a park owner is permitted to pass along half of the fee to the park residents under rent control. Section 5.28.100(E) of the ordinance discusses how 50% of the fee may be passed through to affected residents. It reads as follows:

The park owner may pass through fifty-percent (50%) of said fee to the affected residents on a pro-rata monthly basis. Said fee shall be shown separately on the monthly rent statement. If a resident fails to pay for more than ninety (90) days the passed through fee provided for in this section, the resident shall be assessed a one time per annum twenty-five dollars (\$25.00) failure to pay penalty. The failure to pay penalty shall be kept by the park owner.

Tenant Acknowledgement Form & Posting the County Mobilehome Rent Control Ordinance

I would also like to remind you that park owners/managers are required under the County Mobilehome Rent Control Ordinance to have all new and existing tenants sign the "Tuolumne County Mobilehome Park Rent Control Ordinance Tenant Acknowledgement Form" whenever the new or existing tenant signs any type of new lease. The form advises tenants of the existence of a County of Tuolumne Rent Control Ordinance and acknowledges that documents listed in the ordinance have been given to the tenant. A copy of this form, fully executed, is to be retained by park management for the duration of that particular buyer(s) or tenants(s) ownership or tenancy. The landlord is required to provide an executed copy to the buyer(s) or tenants(s). An executed copy will be provided to the County only upon request.

Park owners/managers are also required under the ordinance to post a copy of the County of Tuolumne's Mobilehome Rent Control Ordinance in the rental office at your park so that your existing and new residents have an opportunity to review the information.

Both documents are available on the County website at www.tuolumnecounty.ca.gov. You can click on *Government* in the top left corner, then *Housing Division* on the left and then navigate to the *Mobilehome Rent Control* page.

Please do not hesitate to contact me at (209)533-5612 or rbbell@co.tuolumne.ca.us if you have any questions about this memo or any other matter related to the County's mobilehome park rent control ordinance.

CC: Chris Schmidt, Deputy County Counsel



COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP
Director

Land Use and Natural Resources – Housing and Community Programs – Environmental Health – Building and Safety – Code Compliance

June 1, 2022

TO: All Mobilehome, RV and Specialty Park Owners

FROM: Rachel Bell, Business Manager

SUBJECT: Fiscal Year 2022-2023 Mobilehome Rent Control Registration & Annual Fee Payment

The County of Tuolumne has established a \$13 annual fee per space for the administration and defense of the County of Tuolumne Mobilehome Park Rent Control Ordinance for Fiscal Year 2022-2023.

It is time again to register your park for the Mobilehome Rent Control Ordinance, Chapter 5.28 of the Tuolumne County Ordinance Code. Please complete **ALL** paperwork in the packet which includes:

1. Mobilehome Park Registration Form
2. Attachment A (Management and Owner information)
3. Attachment B (Space Report) – this form must be filled out completely, including the monthly rent, anniversary date and marked whether or not the space is subject to rent control
4. A map of your park
5. Your annual fee payment (if applicable)

Please be advised that the Mobilehome Park Registration form and Attachment A are open to the public for review. Attachments B is not open to the public.

All parks are required to fill out all the attached forms annually regardless of whether or not your park has spaces protected under rent control.

You will indicate on the attached forms which spaces in your park are protected by rent control and which spaces are exempt. Not all spaces are subject to rent control.

As a general guide, a space where a homeowner owns their mobilehome and has a space lease that is 12 months or less, is covered under rent control.

Exemptions include but are not limited to the following:

- RV and tent spaces,
- Vacant spaces (no resident living in the mobilehome)
- New spaces developed after January 1, 1990
- Spaces where the resident has entered into a lease with a term greater than 12 months
- Spaces in a resident owned park
- Spaces where the park owner owns both the home and the space

If you have questions about which spaces are exempt, please refer to Section 5.28.030 of the County Ordinance Code.

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For your convenience, the County of Tuolumne website has copies of the annual registration forms, and other documents related to mobilehome park rent control at <http://www.tuolumnecounty.ca.gov/index.aspx?NID=723> or go to www.tuolumnecounty.ca.gov and click on *Housing Division* and then the *Mobilehome Rent Control* page.

To review the County Ordinance on Mobilehome Rent Control, you may go to our web page at www.tuolumnecounty.ca.gov, click Ordinance Code, then click on Title 5 Business Regulations, and Section 5.28.

Those spaces subject to rent control are required to pay the **\$13.00** annual registration fee per space.

Under the Ordinance, a park owner is permitted to pass along half of the fee to the park residents under rent control. Section 5.28.100(E) of the ordinance discusses how 50% of the fee may be passed through to affected residents. It reads as follows:

The park owner may pass through fifty-percent (50%) of said fee to the affected residents on a pro-rata monthly basis. Said fee shall be shown separately on the monthly rent statement. If a resident fails to pay for more than ninety (90) days the passed through fee provided for in this section, the resident shall be assessed a one time per annum twenty-five dollars (\$25.00) failure to pay penalty. The failure to pay penalty shall be kept by the park owner.

Please submit all information and fees, if applicable, to our office no later than July 1, 2022. Failure to complete the forms and/or pay fees on time will result in late fees.

Please make checks payable to “County of Tuolumne”.

You may drop off your paperwork at the Community Development Department public counter, 48 Yaney Avenue, 4th Floor, Sonora, CA 95370.

Monday – Friday

9:00 a.m. – 12 p.m.

1:00 p.m. – 3:00 p.m.

Or you can mail your paperwork to:

County of Tuolumne CDD

Housing Division

2 South Green Street

Sonora, CA 95370.

If you have any questions regarding the billing for Mobilehome Rent Control, please contact Jodi Shoemake at JShoemake@co.tuolumne.ca.us or (209)533-5689. If you have questions regarding the Mobilehome Ordinance, please refer to our County website or contact Rachel Bell rbbell@co.tuolumne.ca.us at 209-533-5612.

Sincerely,

Rachel Bell

Business Manager

ATTACHMENTS

MOBILEHOME PARK REGISTRATION FORM

Park Name: _____

Park Physical Address: _____

Mailing Address (if different): _____

| | |
|---|--|
| Total <u>number of spaces</u> in park (includes mobilehome, RV and tent spaces) | |
| Total <u>number of mobilehome spaces</u> (even if currently occupied by RV) | |

EXEMPTIONS WORKSHEET

(This area is for your use to determine if you have space exemptions. These numbers may not add up to the total number of spaces in your park as some spaces may have multiple qualifiers.)

| | |
|---|--|
| Total # of RV, tent, or camping spaces | |
| Total # of vacant spaces | |
| Total # of spaces in a resident-owned park | |
| Total # of new spaces developed after 1/1/1990 | |
| Total # of spaces where park owner owns the mobilehome & rents the home & space to a tenant | |
| Total occupied mobile home spaces covered by lease/rental agreements greater than 12 months | |

| | |
|--|-------------------------------|
| Total number of spaces under rent control | |
| <p>Annual Fee = \$13 x Number of Spaces Listed in Row Above</p> <p>Please make check payable to <i>County of Tuolumne CDD</i> and mail to: Tuolumne County Community Development Department 2 South Green Street, Sonora, CA 95370</p> | \$ _____ Amount Due |

I declare under penalty of perjury under the laws of the State of California that the foregoing information, including the information in attachments A and B, which are incorporated by reference, is true and correct and that I am the authorized representative for the park owner.

Signature _____ Date _____

Printed Name and Title _____

Your Phone _____ Your Email: _____

Did you remember to complete and include:

- Mobilehome Park Registration Form (this page)?
- Attachment A – Ownership & Management Information?
- Attachment B – Space Report?
- A map of your park?
- Your annual fee payment (if applicable)?

ATTACHMENT "A" - OWNERSHIP & MANAGEMENT INFORMATION

PARK NAME: _____

MANAGEMENT

Resident Manager(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Property Management Company: _____

Contact Person: _____

Mailing Address: _____

Phone: _____ Email: _____

OWNERSHIP

___ Individual ___ Partnership ___ Corporation ___ Other (type: _____)

Owner 1: _____

(Designated to receive mailings)

Mailing Address: _____

Phone: _____ Email: _____

Percentage of Ownership _____

Owner 2 Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Percentage of Ownership _____

If more than two owners, please attach additional information.

Please make sure that you provide both your mailing address and email address to help us better serve you. We will mail and email forms as we transition to an email process.

