

# **VENTURA COUNTY**

## **MOBILE HOME PARK RENT REVIEW BOARD**

### MOBILE HOME PARK MINISTERIAL RENT INCREASE APPLICATION



Planning Division, 800 South Victoria Avenue, L#1740  
Ventura, California 93009  
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**VENTURA COUNTY**  
**MOBILE HOME PARK RENT REVIEW BOARD**  
**MINISTERIAL RENT INCREASE APPLICATION INSTRUCTIONS**

*These instructions are intended to assist you in successfully completing your rent increase application.*

**GENERAL INSTRUCTIONS:**

Submit application to the Planning Division Rent Review Board Staff Administrator **no less than forty-five days prior to the effective date of the proposed rent increase.** The Staff Administrator recommends early submittal so that any revisions can be accommodated and noticing requirements will still be met. Please follow the instructions below:

1. The application shall be filed with the Staff Administrator **no less than forty-five days prior to the effective date of the increase and shall be typed, hand-printed in black ink or e-mailed** with an attached Microsoft Excel spreadsheet (not a PDF) of the Rent Increase Rent Schedule and submitted as soon as possible after notifying residents (please only use the attached Proposed Rent Increase Schedule format when submitting your application).
2. All attached application pages shall be 8 ½" x 11" size.
3. The application package shall be delivered to:

Ventura County Mobile Home Park Rent Review Board  
Attention: Dillan Murray, Staff Administrator  
Planning Division, 800 South Victoria Avenue, L#1740  
Ventura, CA 93009

or sent via email to: [Dillan.Murray@ventura.org](mailto:Dillan.Murray@ventura.org)

## NOTICING PROCEDURE REQUIREMENTS:

The following noticing requirements must be met in order to legally increase rent:

1. State of California Requirements: Section 798.30 of the California Civil Code requires that all mobile home park residents be given 90 days notice of any increase in rent. If the proposed rent increases provided to the residents in the Notice of Increase are inaccurate, the property owner will be required to re-notice the resident of any increase **and wait another full 90 days** before effectuating the proposed increase.
2. County of Ventura Ordinance Requirements: Section 81005 of the Ventura County Mobile Home Park Rent Control Ordinance requires that the park residents be provided with copies of the existing and proposed rents filed with the Rent Review Board Staff Administrator.

Section 81005(b)(2) of the Ventura County Mobile Home Park Rent Control Ordinance requires that park residents also be notified in writing of their right to file complaints with County staff. The attached Notice of Request for Rent Increase will fulfill both of these requirements. This notice should be sent in conjunction with the State required notice to all park residents. *Please be advised that failure to use the language included in the attached notice may result in an additional 90 day wait before effectuating any proposed rent increase.*

These notices shall be delivered no later than 90 days prior to the effective date of the new increase. Please submit one representative sample copy of the notice sent to all residents.

Proof of service of these notices must be submitted. Such service must be made either personally or by the U.S. Mail to each affected resident.

The County of Ventura Mobile Home Park Rent Control Ordinance allows rent to be increased only once per year after approval is received from the Ventura County Mobile Home Park Rent Review Board Staff Administrator.

## RENT SCHEDULE INSTRUCTIONS:

Please only use the attached Proposed Rent Increase Schedule format when submitting your application. Submittal of the Proposed Rent Increase Schedule in another format may delay approval of your application.

In order to be approved, the submitted Proposed Rent Increase Schedule must include the following information:

1. List all spaces in the mobile home park and clearly identify the spaces that are park owned.
2. List the current rent, requested dollar increase, percentage increase, and total requested new rent of each affected space.
3. Provide the date of the last decontrol for each affected space that has been decontrolled over the past year. Pursuant to Section 81005(c)(1-3) of the Ventura County Mobile Home Park Rent Control Ordinance, the rent for a space occupied by a mobile home dwelling unit which has changed ownership may be increased no more than once every four years to no more than fifteen percent (15%) of the average of the existing space rent of the affected spaces or seventy-two dollars (\$72.00), whichever is less, effective upon the change of ownership.
4. For spaces that are **exempt** from rent control due to reasons described in Section 81002(a-h) of the Ventura County Mobile Home Park Rent Control Ordinance, please list the applicable subsection for each affected space (i.e., 81002(e) more than a 12-month lease) and provide the date the exemption was initiated. If this information is not provided, staff will assume that the space is not exempt from rent control and process the application accordingly.
5. For spaces that were exempted previously from Rent Control due to owner purchase of the units, when returned to rent control, the rent level shall be the same as when first exempted plus any approved rent increases for the intervening years, when the reason for exemption no longer exists. For all affected spaces of Section 81005(g) of the Ventura County Mobile Home Park Rent Control Ordinance, please make a check mark in the Section 81005(g) Applies Column.

Note: Failure to submit all of the above information in a clear, complete, and accurate manner will likely result in delays approving your Rent Increase application.

#### APPLICATION REVIEW PROCEDURES:

Upon submittal of the application, the Mobile Home Park Rent Review Board Staff Administrator shall perform the following:

1. Review the application no later than 30 days after filing and determine whether the application is complete or incomplete.

- a. Application Complete: If staff finds the application complete, accurate and in compliance with the Ventura County Mobile Home Park Rent Control Ordinance, the County will approve the rent increase. The increase then becomes effective on the date stated on the Notice of Request of Rent Increase.
- b. Application Incomplete: If staff finds the application incomplete, inaccurate, and/or not in compliance with the Ventura County Mobile Home Park Rent Control Ordinance, the staff administrator will inform the applicant of the deficiencies of the application. If the applicant does not make the noted revisions to the application in a timely manner, the staff administrator shall deny the increase without prejudice, and inform the applicant of the deficiencies.

For more information:

- Contact Dillan Murray by phone at (805) 654-5042 or via e-mail at [Dillan.Murray@ventura.org](mailto:Dillan.Murray@ventura.org).
- Visit the Mobile Home Park Rent Control Program website at: <https://vcrma.org/divisions/planning/mobile-home-park-rent-control-program/>

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***Mobile Home Park Rent Increase Application Checklist***

This checklist will assist you in verifying you have completed the minimum requirements of the Rent Increase Application. The following materials are to be included with the application:

- \_\_\_\_\_ Mobile Home Park Description and Contact Information Form
- \_\_\_\_\_ Proposed Rent Increase Rent Schedule
- \_\_\_\_\_ Copy of Long-Term Lease Agreements, if applicable
- \_\_\_\_\_ Copy of Certificate of Title for each Park-Owned Unit, if applicable
- \_\_\_\_\_ Notice of Request for Rent Increase – one representative sample copy
- \_\_\_\_\_ Proof of Service of the Notice of Request for Rent Increase for all affected spaces
- \_\_\_\_\_ Proof of Annual Permit to Operate from California Department of Housing and Community Development
- \_\_\_\_\_ Application Filing Fee (as of 7/23/2023 this fee is set at \$20.65 per rent-controlled space). Please make checks payable to the “County of Ventura”

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**MOBILE HOME PARK DESCRIPTION AND CONTACT INFORMATION**

**A. MOBILE HOME PARK:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**B. PARK DESCRIPTION:**

TOTAL NUMBER OF SPACES: \_\_\_\_\_

TOTAL NUMBER OF SPACES IN RENT CONTROL: \_\_\_\_\_

SPECIFY WHICH UTILITIES ARE PAID BY THE PARK OWNER:

Water \_\_\_ Trash \_\_\_ Gas \_\_\_ Electricity \_\_\_ Sewer \_\_\_ Other \_\_\_

DATE PARK OPENED: \_\_\_\_\_

DATE ACQUIRED BY  
PRESENT OWNER: \_\_\_\_\_

**C. MANAGER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**D. OWNER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

E. CONTACT PERSON: (If different from above)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

F. DECLARATION OF APPLICANT

I, hereby declare under penalty of perjury, that all information presented in connection with this application is accurate and complete in the same manner as books and records for income tax purposes, and is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date







