



Service Reduction Petition Form Mobile Home Park Rent Control Program

County of Ventura • Resource Management Agency

800 S. Victoria Avenue, Ventura, CA 93009-1740 • (805) 654-2478 • www.vcrma.org/divisions/planning

This form is intended to assist affected mobile home park residents living in mobile home parks located within unincorporated Ventura County who intend to submit a Service Reduction petition to the Ventura County Mobile Home Park Rent Review Board.

What is a Service Reduction?

An unpermitted rent increase may occur when a significant housing service¹ is permanently reduced or disrupted within a park for an unreasonable length of time without a corresponding reduction in the dollar amount of the space rent. ***It is the specific intent of the County's Mobile Home Park Rent Control Ordinance to prohibit such indirect rent increases.*** Affected residents may file a Service Reduction petition (application) with the Mobile Home Park Rent Review Board for this type of indirect rent increase once they have completed all required steps (including mediation with the park owner) and collected signatures from affected residents.

What is Required to Submit a Petition?

The administrative rules governing service reductions can be found in a resolution adopted by the Mobile Home Park Rent Review Board (Resolution No. RRB16-001). These procedures can be accessed at the following website link: <https://vcrma.org/en/mobile-home-park-rent-increase-applications>. There is no fee to submit a service reduction petition. ***Affected residents must complete the required procedures before a public hearing before the Mobile Home Park Rent Review Board can be scheduled.***

The first step is to collect signatures from impacted residents. The majority of affected² homeowners (50% of affected park residents +1) must agree in writing that a specific reduction in service has occurred. This form will assist affected residents in describing each alleged service reduction. A table for resident signatures is also provided.

Following this step, the homeowner group must demonstrate that they have attempted in good faith to resolve the dispute through a formal mediation process, and that the park management has either refused to participate in the mediation process or the attempt to

¹ Housing services are defined in the Rent Control Ordinance as “services provided by the park owner related to the use or occupancy of a mobile dwelling unit space, including, but not limited to, water and sewer, natural gas, electricity, refuse removal, management and administration (including employee salaries and fringe benefits), maintenance and repairs, supplies, advertising, recreational facilities, laundry facilities, parking, security services, insurance, property taxes, other governmental assessments, and other costs reasonably attributable to the operation of the park.” (Rent Control Ordinance, Section 81001.)

² Defined as those spaces in the mobile home park subject to the Rent Control Ordinance. It may also mean a limited, geographical area of a mobile home park. These will be evaluated on a case-by-case basis by the Rent Review Board.

mediate the matter with both parties was unsuccessful. Mediation typically requires hiring a third party mediator.

Once the service reduction petition has been accepted and reviewed, Planning staff will reach out to representatives of the homeowner group to discuss next steps. Planning staff will ensure the administrative rules governing service reductions (Resolution No. RRB16-001) have been followed prior to the petition being heard by the Mobile Home Park Rent Review Board.

Description of Housing Service Alleged to be Reduced or Disrupted

For each housing service alleged to be reduced or disrupted, please complete the required fields on the following pages (as may be necessary). ***Please include as much information and description as possible.*** Any available evidence, such as photographs or reports showing when or how a service was disrupted, may be attached to this form. In order for the County to substantiate a decrease in a housing service, it must be quantifiable in some form. This includes identifying the specific mobile home spaces affected, dates this occurred, the length of time the service reduction continued, and quantifying the financial impact on affected residents. For example, a reduction in the number of available washing machines in a park's community laundry room for an extended time period may require residents to travel to an offsite laundromat, which would require additional travel expenses that can be quantified.

Pages 9 and 10 of this form include spaces for residents to agree with the specific service reduction(s) in writing (and may be reproduced as necessary).

For more information about this process, please contact Dillan Murray, Staff Administrator at the County of Ventura Planning Division, at (805) 654-5042 or by email at dillan.murray@ventura.org.

MOBILE HOME PARK DESCRIPTION AND CONTACT INFORMATION

MOBILE HOME PARK:

NAME:

ADDRESS:

PARK DESCRIPTION:

TOTAL NUMBER OF SPACES:

CONTACT PERSON FOR THIS PETITION:

NAME:

ADDRESS:

FAX:

PHONE:

E-MAIL (REQUIRED):

1. Housing service: _____

Description of reduced housing service:

Affected area (including the space numbers for all affected spaces):

Length of time (include date service disruption began and the date it ended, if applicable):

Description of the degree of discomfort experienced by residents due to the reduction:

Whether the reduction caused any housing unit(s) to be uninhabitable and for what length of time:

Whether the reduction caused a reduction in the use of the park or park amenities:

Any other relevant information:

2. Housing service: _____

Description of reduced housing service:

Affected area (including the space numbers for all affected spaces):

Length of time (include date service disruption began and the date it ended, if applicable):

Description of the degree of discomfort experienced by residents due to the reduction:

Whether the reduction caused any housing unit(s) to be uninhabitable and for what length of time:

Whether the reduction caused a reduction in the use of the park or park amenities:

Any other relevant information:

3. Housing service: _____

Description of reduced housing service:

Affected area (including the space numbers for all affected spaces):

Length of time (include date service disruption began and the date it ended, if applicable):

Description of the degree of discomfort experienced by residents due to the reduction:

Whether the reduction caused any housing unit(s) to be uninhabitable and for what length of time:

Whether the reduction caused a reduction in the use of the park or park amenities:

Any other relevant information:

4. Housing service: _____

Description of reduced housing service:

Affected area (including the space numbers for all affected spaces):

Length of time (include date service disruption began and the date it ended, if applicable):

Description of the degree of discomfort experienced by residents due to the reduction:

Whether the reduction caused any housing unit(s) to be uninhabitable and for what length of time:

Whether the reduction caused a reduction in the use of the park or park amenities:

Any other relevant information:

5. Housing service: _____

Description of reduced housing service:

Affected area (including the space numbers for all affected spaces):

Length of time (include date service disruption began and the date it ended, if applicable):

Description of the degree of discomfort experienced by residents due to the reduction:

Whether the reduction caused any housing unit(s) to be uninhabitable and for what length of time:

Whether the reduction caused a reduction in the use of the park or park amenities:

Any other relevant information:

Signatures

	Resident Name	Signature	Space #	Move-in Date
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	Resident Name	Signature	Space #	Move-in Date
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