

# **VENTURA COUNTY**

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

### MOBILE HOME PARK UTILITY SEPARATION APPLICATION



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

*These instructions are intended to assist you in successfully completing your utility separation 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 Utility Separation Rent Schedule and submitted as soon as possible after notifying residents (please only use the attached Rent 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 adjust the 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.

Pursuant to Section 798.41 of the California Civil Code, where a rental agreement does not specifically provide otherwise, the park management may elect to bill a homeowner separately for utility service fees and charges assessed by the utility for services provided to or for spaces in the park. Please be advised that any separately billed utility fees and charges shall not be included in the rent charged for those spaces under the rental agreement, and shall not be deemed to be rent or a rent increase for purposes of any ordinance, rule, regulation, or initiative measure adopted or enforced by any local governmental entity which establishes a maximum amount that a landlord may charge a tenant for rent. The amount of the reduction in rent shall be equal to the average amount charged to the park management for that utility service for that space during the 12 months immediately preceding notice of the commencement of the separate billing for that utility service.

For example:

Total Rent Reduction Amount per Space Calculation:<sup>1</sup>

\$1,000.00 (total water costs)/year

\$1,000.00/12 months = \$83.33/month

\$83.00/15 units = **\$5.55 total per space monthly rent reduction**

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.

Additionally, Section 81005(e) of the Ordinance requires that park residents also be notified in writing at least 90 days in advance of the utility separation effective date. The attached Notice of Utility Separation

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<sup>1</sup> This example is based on a 15 unit Park without any deductions for common areas. If there are common areas at the Park, such as laundry facilities, a swimming pool and/or spa, or clubhouse, any water connected to these facilities must be appropriately deducted from the total water costs per year.

will fulfill both of these requirements. 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 hand-delivered or sent by the U.S. Mail to each affected resident.

A Utility Separation Application may be requested and granted at any time during the calendar year.

#### RENT SCHEDULE INSTRUCTIONS:

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

In order to be approved, the submitted Utility Separation Rent 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 Utility Separation 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 Ordinance, the County will schedule a public hearing. Please be advised that the applicant will be required to speak/make a presentation regarding their application at the RRB public hearing. If a PowerPoint presentation will be used, the PowerPoint must be provided to Planning staff at least one week before the scheduled hearing.
  - 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.

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/>

**VENTURA COUNTY**  
**MOBILE HOME PARK RENT REVIEW BOARD**

***Mobile Home Park Utility Separation 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ Signed Reimbursement Agreement
- \_\_\_\_\_ Copies of receipts and/or bills for the subject utility for the past 12 months
- \_\_\_\_\_ Proof of Annual Permit to Operate from California Department of Housing and Community Development
- \_\_\_\_\_ Application Filing Fee (\$500 deposit) – Please make check payable to the “County of Ventura”.  
*Please note that the deposit may only cover a portion of the total processing costs. Actual costs for staff time are based on hourly rates, adopted by the Board of Supervisors. Please refer to the current Board of Supervisors adopted hourly rate for the Planning Division at the following web page: <https://vcrma.org/divisions/planning/planning-permit-fees/>. Additionally, please be advised that these costs apply even if the application is withdrawn or not approved by the Mobile Home Park Rent Review Board.*

**VENTURA COUNTY  
MOBILE HOME PARK UTILITY SEPARATION APPLICATION**

**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



**PROPOSED UTILITY SEPARATION RENT SCHEDULE**

*This sheet may be duplicated as necessary or provided as a digital copy in Excel  
 (Please only use the format provided)*

Space No.	Current Rent	(Indicate the type of utility) costs reduction in rent (\$)	Total Reduction in rent (\$) use if multiple utilities will be separated	Requested New Rent	Exempt from Rent Control provide subsection and date initiated

**SAMPLE**  
**NOTICE OF UTILITY SEPARATION**

DATE:

TO:

\_\_\_\_\_  
RESIDENT NAME    SPACE NO.

FROM:

\_\_\_\_\_  
PARK OWNER OR REPRESENTATIVE NAME

Notice is hereby given that the \_\_\_\_\_ park owner is applying for a utility separation application pursuant to Section 81005(e) of the Ventura County Mobile Home Park Rent Control Ordinance and Section 798.41 of the California Civil Code. If the utility separation application is approved, your rent will be reduced as follows:

The following amount will be separated from your rent: \$ \_\_\_\_\_ for \_\_\_\_\_ (indicate utility type) costs. These charges will no longer be subject to annual rent increases, but may rise without Rent Review Board approval as \_\_\_\_\_ (indicate utility type) costs rise. Your new space rent will be \$ \_\_\_\_\_ effective \_\_\_\_\_ (provide the effective date of the utility separation).

In accordance with the Ventura County Mobile Home Park Rent Control Ordinance, a public hearing before the Ventura County Mobile Home Park Rent Review Board will be scheduled to decide the utility separation application request. This application will be approved if the requirements of the Ventura County Mobile Home Park Rent Control Ordinance are satisfied.

Questions regarding this application may be directed to \_\_\_\_\_ (indicate park management name) at the management company for \_\_\_\_\_ (indicate park name) at \_\_\_\_\_ (indicate contact phone number and/or email address). For more information on \_\_\_\_\_ (indicate utility type) rates please contact the \_\_\_\_\_ (indicate the utility company name) directly at \_\_\_\_\_ (provide the phone number of the utility company).

For more information regarding the Ventura County Mobile Home Park Rent Control Program, please visit the Ventura County Planning Division website at:  
<https://vcrma.org/divisions/planning/mobile-home-park-rent-control-program/>.

## PROOF OF SERVICE

STATE OF CALIFORNIA  
COUNTY OF VENTURA

I AM \_\_\_\_\_ OF \_\_\_\_\_  
STATE RELATIONSHIP MOBILE HOME PARK

MY BUSINESS/RESIDENCE ADDRESS IS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On the dates indicated below, I served the attached Notice of Utility Separation upon each affected resident of the above-named mobile home park by either personally delivering the notice to such residents, or by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, in the United States mail, as hereinafter described.

(EACH RESIDENT MUST BE SERVED AND LISTED SEPARATELY)  
*This sheet may be duplicated as necessary*

TENANT'S NAME	ADDRESS	METHOD OF SERVICE	DATE OF SERVICE

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California.

\_\_\_\_\_  
Signature