



# COMMUNITY DEVELOPMENT DEPARTMENT

Quincy Yaley, AICP  
Director

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

June 3, 2021

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](http://www.tuolumnecounty.ca.gov)

TO: All Mobilehome, RV and Specialty Park Owners

FROM: Rachel Bell, Business Manager

SUBJECT: Fiscal Year 2021-2022 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 2021-2022.**

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.

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](http://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](http://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, 2021. 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, 4<sup>th</sup> Floor, Sonora, CA 95370.

Monday – Thursday  
8:30 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](mailto: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](mailto: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	
<b>Annual Fee = \$13 x Number of Spaces Listed in Row Above</b>	\$ _____
Please make out a check to <i>County of Tuolumne</i> and mail to: Tuolumne County Community Resources Agency, 2 South Green Street, Sonora, CA 95370	<b>Amount Due</b>

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.**

## ATTACHMENT “B” SPACE REPORT

**PARK NAME:** \_\_\_\_\_

**The following information must be provided for all spaces, including vacant spaces.**

SPACE #	TYPE OF SPACE (MH OR RV)	RESIDENT NAME/ OWNER OF MOBILEHOME	RESIDENT MAILING ADDRESS	SUBLET TO A TENANT? (SELECT ONE)		MONTHLY SPACE RENT AMOUNT	ANNUAL SPACE RENT ANNIVERSARY DATE	UNDER RENT CONTROL (SELECT ONE)	
				YES	NO			YES	NO

**CONTINUE ON ADDITIONAL SHEETS IF NECESSARY**