**Petaluma Mobile Home Rent Stabilization Program Ordinance 1949 Annual Registration Form and Certification of Senior Facility per Senior Mobile Home Overlay District Ordinance 2865**

Name of Mobile Home

Park:

Address of Park:

City, State, Zip:

Telephone Number:

Park Owner Name:

Mailing Address:

City, State, Zip:

Telephone Number: Email

Manager Name:

Mailing Address:

City, State, Zip:

Telephone Number: Email

# Total Number of Mobile Home and RV Spaces in Park: -

*Less RV Spaces in Park (not residing longer than 9 months): -*

*Less Total Spaces with Long Term Leases: (more than 12 months) -*

*Less Total Spaces where the park owner owns the mobile home: -*

*Less Total Spaces in under construction, if any, or planned for construction: -*

# Total Number of Spaces to be billed for administrative fee:

Please remit this completed registration form, **accompanied by the City form rent roll** reflecting all residents in your park *including but not limited to identity of present tenants and lessees, rental and lease payments* (see sample rent roll form attached) to this office by *no later than (Month,Day,Year).*

If you have spaces that qualify for an exemption due to a long-term lease, please send a copy of the long-term lease as specified in Paragraph 6.50.170 of the Mobile Home Rent Stabilization Ordinance.

The exemption is contingent upon review by the Mobile Home Program Clerk. Without verification of long-term leases, all spaces in your park will be billed for the administrative fee. If the park has spaces that qualify for a change of base-rent due to lawful vacancy as specified in Paragraph 6.50.210 of the Mobile Home Rent Stabilization Ordinance. Please provide evidence for justification of the establishment of new base rent. Please contact Karen Shimizu, Housing Manager, City of Petaluma (707) 778-4563 or [kshimizu@cityofpetaluma.org](mailto:kshimizu@cityofpetaluma.org)

Per section 5.060 Petaluma Implementing Zoning Ordinance 2300, Senior Mobilehome Park Overlay District; section G Annual Certification: Each senior mobilehome park shall have procedures for verifying that it qualifies as a senior facility under applicable federal and/or state law and this section, including documentation establishing that at least 80 percent of the mobilehomes or spaces in the mobilehome park are occupied by at least one resident who is 55 years of age or older in accordance with D of section 5.060 Petaluma Implementing Zoning Ordinance 2300. These procedures shall provide for regular updates, through surveys, affidavits, or other means of updating the initial information supplied by the occupants of the mobile home park. Such updates must take place at least once every two years. A summary of this occupancy verification documentation shall be available for inspection upon reasonable notice and request by city officials.

The operator of each mobile home park in the seniors mobilehome park overlay zone shall, on a annual basis, provide to the city’s housing director a certification that the subject mobile home park is in compliance with the senior occupancy requirement of this section, in substantially the following form:

I [name]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify, under penalty of perjury in accordance with California law that there is at least one occupant 55 years of age or older in [number of units]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_units of the total [number of units in the park]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_units in the [name of senior mobile home park]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_senior mobile home park. This certification is based on my personal knowledge of the residents, evidence provided to me in the form of official government documents containing specific information about the current age of the residents, resident affidavits, or age certifications made by residents in their current lease agreements.”

Owner/Manager Signature Date