



**Mobile Home Rent Adjustment Application**  
**Capital Improvements and Rehabilitation Work**

This application is made pursuant to City of Thousand Oaks Municipal Code (TOMC) Section 5-25.08 and City Council Resolution 2021-034.

**I. APPLICANT INFORMATION**

Name of Applicant: \_\_\_\_\_

Mailing Address of Applicant: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Name of Contact Person for this Application: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

**II. MOBILE HOME PARK INFORMATION**

Name of Mobile Home Park: \_\_\_\_\_

Mobile Home Park Street Address: \_\_\_\_\_

Total Number of Mobile Home Spaces: \_\_\_\_\_

**III. APPLICATION PROCESSING REQUIREMENTS**

1. The application is to be filed with the City of Thousand Oaks Community Development Department. Contact a planner at (805) 449-2323 or [planning@toaks.org](mailto:planning@toaks.org) to discuss your applications and process to submit the application on the website:  
<https://www.toaks.org/departments/community-development/planning/planning-applications>
2. Each application shall be accompanied by a filling fee of Twenty Dollars (\$20.00) plus Five Dollars (\$5.00) Per Space (TOMC Section 5-25.08(f)). Since the adjustment must be spread over all rentable spaces in the park, use the total number of rentable spaces for calculating the per space fee.
3. Each application shall include an attached list of the names, space numbers and mailing addresses of all tenants in the mobile home park whose rent would be increased.

**IV. REQUESTED RENT ADJUSTMENT**

Please attach an itemized schedule listing all the improvements and rehabilitation, by useful life category as set forth in City Council Resolution 2021-034, for which the applicant is requesting reimbursement via a rent adjustment. Project's asset must have a minimum 3-year useful life and minimum cost of \$3,000. Enter the sub-totals for each useful life category and the total value of the improvements below.

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**IMPROVEMENTS MADE FOR THE BENEFIT OF INDIVIDUAL TENANT SPACES ARE NOT ELIGIBLE FOR REIMBURSEMENT THROUGH RENT ADJUSTMENT**

Cost of Three (3) Year useful life improvements	\$ _____
Cost of Five (5) Year useful life improvements	\$ _____
Cost of Seven (7) Year useful life improvements	\$ _____
Cost of Ten (10) Year useful life improvements	\$ _____
Cost of Fifteen (15) Year useful life improvements	\$ _____
Cost of Twenty (20) Year useful life improvements	\$ _____
Cost of Thirty Year (30) useful life improvements	\$ _____
Total amount of capital improvement reimbursement request	\$ _____

Please summarize the requested rent adjustment below. Per TOMC Section 5-25.08 cited above, the adjustment must be calculated on a per space per month basis, spread equally over the total number of rentable spaces in the park, and be amortized over the respective useful lives of the various improvements and rehabilitation work.

Useful Life Category	Total Cost from Previous Section	Per Space Per Month <sup>1</sup>	Adjustment Beginning Date	Adjustment Ending Date
3 Year	\$	\$		
5 Year	\$	\$		
7 Year	\$	\$		
10 Year	\$	\$		
15 Year	\$	\$		
20 Year	\$	\$		
30 Year	\$	\$		
<b>Total</b>	<b>\$</b>			

<sup>1</sup> Per space per month cost equals the total cost divided by the number of rentable spaces and divided by the number of months of useful life.

Please also attach a chronological schedule of the requested rent adjustment for each space, reflecting the beginning and ending dates of the various components listed above, so that the total rent adjustment can be tracked over time as the different cost components are amortized.

**V. VERIFICATION AND DOCUMENTATION**

1. An annual meeting is required to discuss future capital improvements and potential rent increase with tenants per TOMC Section 5-25.08(b)(4). Please attach minutes of the annual meeting.

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2. Expenditures for which reimbursement is requested must be made within five years of the date of this application per TOMC Section 5-25.08(b)(1). Please attach copies of all relevant contracts, cancelled checks, paid invoices, and other documentation to verify the costs for which reimbursement is requested.
3. A licensed contractor is required for all work where required by law per TOMC Section 5-25.08(b)(2). Please attach a list of the contractors used, their license numbers, and the work performed if not indicated on the document(s) requested for #2.
4. If this rent adjustment request includes a reimbursement for repair or replacement of an existing improvement before the end of its useful life, please provide the following:
  - a. If the repair or replacement was due to conditions caused by a force majeure or other good cause per TOMC Section 5-25.08(e) please provide information regarding the force majeure event or good cause.
  - b. If the repair or replacement was for a reason other than that in #4(a), please attach documents to verify that the applicant has complied with all the special requirements of TOMC Section 5-25.08(d), including notice to tenants, election and balloting, and verification of the results. This may or may not be the same documentation as that required under #1.

VI. Application Timeline from Date of Submission
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<i>Item</i>	<i>Timeframe</i>
Special Requirement (Tenant Ballot) for application involving reimbursing a park owner for a new improvement, or for replacement of an improvement before the end of its useful life.	90-day advance notice to residents prior to submission of application during which time a majority vote was approved by the tenants.
City Determines Application Completeness	Within 30 days from application submission date
Notice of application sent by owner to tenants	Within 7 days of application completeness
Tenant review period and ability to object	Within 30 days from application completeness
CDD Director accepts or rejects application in whole or in part	Within 60 days from completion date. Applicant may appeal any partial or total denial of application
Applicant written appeal to City Manager	Within 14 days of CDD Director’s written Decision rejecting application in whole or in part
Hearing Date with City Manager or designee	No later than 45 days from CDD Director’s written decision
Hearing Notice	14 days prior to Hearing Date
City Manager, or designee Written Determination	No later than 30 days after Hearing Date
Director or City Manager, or designee’s determination is final.	

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VII. APPLICATION CERTIFICATION

I am (Choose One)

\_\_\_\_ Property owner.

\_\_\_\_ Person with power of attorney from the property owner for the property listed above.

I declare under penalty of perjury, that the foregoing is true and correct, and that I am legally authorized to submit this application on behalf of the property owner. I fully understand and agree that all information filed with this application in support of this rent adjustment request is public information and may be reviewed by anyone.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Capacity/Title

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

\_\_\_\_\_  
Date

If the applicant is a corporation, please attach the Name, Address and Title of all Officers. If the applicant is a general partnership, please attach the Names and Addresses of all General Partners. If the applicant has power of attorney, please attach authorization to submit application on behalf of the owner.

Revised 11/2021

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