



CITY OF EL MONTE

OFFICE OF THE CITY MANAGER

November 12, 2015

SUBJECT: Annual Mobilehome Park Registration Statement - 2015

City of El Monte mobilehome park owner:

Background and Purpose

On August 4, 2015, the City Council of the City of El Monte (the "City") adopted Ordinance No. 2860 (the "Ordinance") modifying the City's mobilehome rent stabilization program. The Ordinance is available on the City's website in English at <http://bit.ly/1ljpUxC> and in Spanish at <http://bit.ly/1OCTz1o>.¹ It is also codified in the El Monte Municipal Code under Chapter 8.70.

Under the Ordinance, **all** mobilehome parks in the City are required to complete an annual mobilehome park registration statement. The mobilehome park registration form for calendar year 2015 is enclosed.

A fillable electronic pdf version of this form is available for download on the main page of the City's website directly at <http://bit.ly/1MEA9H4>. It is recommended that you download the electronic form, fill it in, and then either mail or email it back to the City. It can be filled in more easily than a form that is filled out manually.

The data generated from the registration statements will enable the City to monitor rental trends in City mobilehome parks and better equip the City to tackle the unique issues associated with the preservation of the City's mobilehome park housing.

Submission Instructions and Deadline

Completed 2015 mobilehome park registration statements must be submitted by either: (1) mail; or (2) e-mail by Jan. 15, 2016.² Submissions by mail must be addressed as follows:

2015 Mobilehome Registration Statement for [Name of Your Park]
Office of the City Manager
c/o Michelle Solorzano
El Monte City Hall - East
11333 Valley Boulevard
El Monte, California 91731

Submissions by e-mail must be submitted to Michelle Solorzano at msolorzano@elmonteca.gov with the subject line stating: 2015 Mobilehome Registration statement for [Name of Your Park].

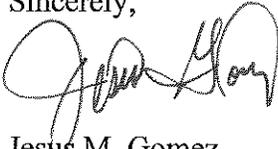
¹ Please note that Ordinance No. 2860 requires that a copy of such ordinance to be posted in both English and Spanish in the office and recreational building/clubhouse of every mobilehome park in the City.

² The City has allowed additional time for submittal, notwithstanding the due date set forth in Section 8.70.160 of Ordinance No. 2860.

Fields in the registration form that are inapplicable to your particular mobilehome park need not be completed. For example, if all of the spaces in your mobilehome park are rented under agreements of 12 months or less, then it would not necessary to complete the page on the form concerning long-term (over 12 months) leases.

If you have any questions about the registration form or desire assistance in completing the form you may contact Fernando Lopez, City Housing Manager, at (626) 258-8616 or fernandolopez@elmonteca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Jesus M. Gomez". The signature is fluid and cursive, with the first name being the most prominent.

Jesus M. Gomez
City Manager

cc: Minh Thai, Economic Development Director (via e-mail)
Fernando Lopez, Housing Manager (via e-mail)
David F. Gondek, Assistant City Attorney (via e-mail)

City of El Monte
11333 Valley Blvd El Monte CA 91731

2015 Annual Mobilehome Park Registration

required pursuant to Municipal Code Section 8.70.160

1. Name of Park	_____
2. Address	_____ El Monte Zip Code _____

Ownership and Management of the Mobilehome Park

3. Park Owner _____

Address: Street _____

City _____ **State** _____ **Zip Code** _____

Phone (____) _____ **Email** _____

4. Purchase date: **Month** _____ **Year** _____

5. On-Site Manager (if applicable) _____

Address: Space No: _____

Street _____

Phone (____) _____ **Email** _____

6. Park Owner's Representative _____ if same as manager check here and

leave this section blank

Address: Street _____

City _____ **State** _____ **Zip Code** _____

Phone (____) _____ **Email** _____

7. Contact Person for Residents _____

8. City Correspondence should be sent to:

Name of Park _____

Information About the Mobilehome Park

9. No of mobilehome spaces _____

10. Vacant Spaces _____

11. Spaces with Vacant Mobilehomes _____

Spaces Occupied By

12. Single-Wide MH's _____

13. Doublewide MH's _____

14. Triplewide MH's _____

15. RV's _____

16. No. of Spaces with RV on space less than 30 days _____

Type of Park (check one)

17. All Age Senior Park

18. Park Facilities (check applicable boxes)

Laundry Room Clubhouse Swimming Pool

Other _____

Costs of Utility Services

				Information About Passthroughs (If Applicable)	
	Tenants billed directly by utility company	Included in base rent, not charged separately to Tenants	Park owner pays utility provider and passes through charge to Tenants	Is passthrough a "fixed" amount or "varies" from month to month?	Enter Fixed amount or If passthrough varies from month to month - enter approximate monthly average
check applicable boxes				enter "F" or "V"	
electricity					
gas					
water					
sewer					
trash collection					
cable TV					
other:					

Are any Answers in this section different than they would have been at any time in the past three years ?

If yes, explain:

