



MOBILEHOME FEE EXEMPTION REQUEST

No late or incomplete exemption requests will be accepted. Postmarks are not accepted.

DELIVER OR MAIL TO: City of San José, Housing Department
Rental Rights & Referrals Program, Guadalupe Gonzalez
200 E. Santa Clara Street, 12th Floor, San José, CA 95113-1905

PARK OWNER'S INFORMATION

Name:	Phone:	Phone:	
Address:	City:	State:	Zip:

I request exemption from the FY 2020-21 Rent Stabilization Program (RSP) Mobilehome Fee for: **MOBILEHOME PARK INFORMATION**

Park Name:	Manager's Name:	Phone:
Address:	Total # of Spaces:	Exemption Requests (#):

EXEMPTION REQUEST SUMMARY—THE BURDEN OF PROOF IS ON THE PARK OWNER TO ENSURE THAT THE RSP HAS ALL REQUIRED DOCUMENTS ON FILE.

EXEMPTION TYPE	EXEMPTIONS	REQUIRED DOCUMENTATION
1	Owner Occupied:	<u>Provide a completed form with:</u> 1) space lot number; and 2) a dated proof of residency.
2	Government Owned/Operated/Rent Subsidized:	<u>Provide a completed form with:</u> 1) resident's name; 2) space lot number; and 3) name and contact information of the agency. <u>Submit a completed form with:</u> 1) a photocopy of EACH entire lease between the park owner and the agency for EACH space lot.
3	Long Term Leases (LTL): (Electronic format is acceptable)	<u>Provide a completed form with:</u> 1) resident's name; 2) space lot number; 3) resident's move-in date; and 4) LTL expiration date. <u>Submit a completed form with:</u> 1) a photocopy of EACH entire LTL for EACH space lot. However, if an entire LTL was submitted to the Program in 2011 or later, an exemption was granted, and that lease contains an expiration date that is after the end of the calendar year (December 31, 2016) for which the Mobilehome Fee is assessed, park owners may satisfy the documentation requirement by submitting in lieu of the actual lease, a signed affidavit that such proof was submitted to the RSP, that the lessee and the lease has not been amended or extended, (provided that if a copy of the entire LTL is requested by the RSP, it must be provided within 10 business days of the request and prior to granting the exemption.)
4	Spaces permitted after September 07, 1979:	<u>Provide a completed form with:</u> 1) space lot number <u>Submit a completed form with:</u> 1) proof of permit date for sewer, electrical and plumbing for EACH space lot listed. However, if proof of permit date for EACH space lot was submitted to the RSP in 2011 or later, and exemption was granted, additional information is not required (provided that if copies of the permits are requested by the RSP, they must be provided within 10 business days of the request and prior to granting the exemption).
Total Exemptions Requested:		

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

Signature: _____

Date: _____