

~ **ATTENTION MANUFACTURED HOME PARK RESIDENTS** ~

Appeal Process Summary
Santa Clarita Municipal Code 6.02 –
Manufactured Home Park Rent Adjustment Procedures
(Updated July 2024)

Santa Clarita Municipal Code (SCMC) 6.02 – *Manufactured Home Rent Adjustment Procedures*, controls the way in which a manufactured home Park Owner may calculate and implement an annual Space Rent Adjustment. For more information, or to see the full text of SCMC 6.02, visit www.santa-clarita.com/manufacturedhomes

CALCULATION OF ALLOWABLE SPACE RENT INCREASE

An annual Space Rent Adjustment may contain **any one or all** of the three types of increases listed below. Any part of the adjustment based on 1(a) below, and implemented in 2025, may not exceed **3.2%**. Adjustments based on 1(b), 1(c), 2, or 3 **may also be imposed** in the same year.

1. 6.02.090(C) – *Standard Space Rent Adjustment*

- a) The amount of the area Consumer Price Index-All Urban Consumers for the previous 12-month period of July 1 through June 30, with a minimum of 0% and a maximum of 5% (this item may only be applied to the base rent); and
- b) A pass-through of any increase in the cost of government-required services; and
- c) A pass-through of any increase in utility costs when utilities are included in the space rent.

2. 6.02.090(D)(1) – *Non-Standard Space Rent Adjustment (Capital Improvement or Capital Replacement)*

Park Owners may propose an increase to pay for Capital Improvements or Capital Replacements completed within 24 months of Notice of Space Rent Adjustment (Notice), as specified in SCMC 6.02.110.

3. 6.02.090(D)(2) – *Non-Standard Space Rent Adjustment (fair and reasonable rate of return)*

Park Owners may propose an increase designed to provide a fair and reasonable rate of return. This adjustment must be supported as required in SCMC 6.02.090(D).

SPACE RENT ADJUSTMENT NOTICES

Each Park Resident must be given a Notice no later than October 1 for any increase to take place in the following calendar year. The Notice must include specific information as outlined in SCMC 6.02.080, including but not limited to:

- A copy of this Summary and a list of affected spaces by space number and name.
- The amount of the rent increase in dollars and as a percentage of the current rent.
- For Standard Space Rent Adjustments: the dollar amount of any increase based on government-required services or utility costs.

- For Non-Standard Space Rent Adjustments only:
 - A statement regarding the availability of supporting documentation.
 - The amortization period and interest costs for any portion of the adjustment based on Capital Improvements or Capital Replacements.
 - The mathematical calculations used to determine the amount of any portion of the adjustment based on a fair rate of return.

SUPPORTING DOCUMENTATION

Supporting documentation for a Standard Space Rent Adjustment (government-required services and/or utilities only) or a Non-Standard Space Rent Adjustment must be available to the Park Residents in the Park Office during normal business hours for at least 45 days following the date of the Notice, or until any appeal is decided. Park Residents may request copies of the supporting documents in one or both of the following formats:

- Physical copies provided at a fee set by the Park Owner, not to exceed \$.25 per page
- Electronic copies provided free of charge, in a PDF or similar format, sent as an attachment to the requesting resident's email address

SPACE RENT ADJUSTMENT APPEALS

If a Park Resident believes the proposed Space Rent Adjustment is not in compliance with the limits of SCMC 6.02, they may request an Appeal Hearing with the Hearing Officer by submitting an Appeal Request Form to the Community Development Department within 45 days of receipt of the Notice. Appeal Request Forms are available online at www.santa-clarita.com/manufacturedhomes, or may be obtained by calling (661)286-4076. Appeals may only be heard for reasons cited in SCMC 6.02.

Appeal Request Forms must be signed by Park Residents of at least 33% of the spaces affected by the adjustment. ***Individuals signing the petition must be those listed on the park rent roll or named as owner on the State registration of the manufactured home on that space.***

MANUFACTURED HOME PARK SPACES NOT SUBJECT TO SPACE RENT INCREASE LIMITS IN SCMC 6.02

The space rent increase limits in SCMC 6.02 **DO NOT** apply to spaces that are:

- Exempted by a lease agreement in place continuously since November 27, 1990.
- Made available for rent for the first time after January 1, 1990 and for the fifteen years after the date of first rental.

WHO TO CONTACT

If you have questions, please contact Julia Rodriguez, Administrative Analyst, at EJRODRIGUEZ@santaclarita.gov, or by phone at (661) 286-4076.