Mobilehome Park Rent Stabilization Commission Meeting 04-16-26

Item 4.A.

Mobilehome Park Rent Stabilization Commission Agenda Report

To: Members of the Mobilehome Park Rent Stabilization Commission

Prepared by: Monica Castillo, Deputy City Attorney

Approved by: Joseph D. Irvin, City Manager

Date prepared: April 1, 2026 Meeting date: April 16, 2026

Subject: Proposed Amendments to Mobilehome Park Rent Stabilization Administrative and Commission Regulations Chapter 31

RECOMMENDED ACTION: 1) Review and discuss amendments to Mobilehome Park Rent Stabilization Administrative Regulations and Commission Regulations Chapter 31; and 2) Provide recommendations on hearing procedure regulations to the Mobilehome Park Rent Control Regulations City Council Ad Hoc Committee; or 3) Refer the proposed hearing regulations to the Mobilehome Park Rent Stabilization Commission Ad Hoc Committee and make recomendations to the Mobilehome Park Rent Control Regulations City Council Ad Hoc Committee at a future meeting.

BACKGROUND: At the February 9, 2026 Regular City Council meeting, the commission was directed to review regulations regarding hearing procedures consistent with the current ordinance and make recommendations to the Mobilehome Park Rent Control Regulations City Council Ad Hoc Committee for review.

DISCUSSION: The proposed amendments to Mobilehome Park Rent Stabilization Administrative Regulations and Commission Regulations Chapter 31 (Hearings and Decisions) are intended to ensure that Commission proceedings are conducted in a manner consistent with Malibu Municipal Code (MMC) Chapter 5.16 and principles of due process.

The proposed amendments address several areas of the Commission's procedure, including hearing timelines, formal notice requirements, and standardizing hearings.

Specifically, the amendments clarify presentation order, evidence standards, and conduct expectations. These updates help reduce ambiguity by clearly outlining roles, responsibilities, and deadlines for applicants, opponents, staff, and the public.

Additionally, the proposed regulations strengthen due process and transparency by enhancing notice requirements, requirement of declarations under penalty of perjury for evidence, and prohibition on ex parte communications. They also establish standardized procedures for a continuance of a hearing.

The Written Statement Declaration Under Penalty of Perjury and Documentary Evidence Verification Under Penalty of Perjury forms were developed to standardize submissions, improve the reliability of information provided to the Commission, and establish a consistent process for verifying statements and supporting materials.

These proposed amendments create a procedural framework that promotes clarity, fairness, and administrative efficiency in the conduct of hearings.

ATTACHMENTS:

1) Mobilehome Park Rent Stabilization Administrative Regulations and Commission Regulations Chapter 31
2) Proposed Chapter 31
3) Redline of Proposed Chapter 31
4) Written Statement Declaration Under Penalty of Perjury Form
5) Documentary Evidence Verification Under Penalty of Perjury Form

Chapter 31

HEARINGS AND DECISIONS

Section 31001. Scope of Regulations

The regulations contained in this Chapter apply to all hearings before and decisions of the Malibu Mobilehome Park Rent Stabilization Commission held pursuant to M.M.C. Section 6700, et seq.

Section 31002. Hearings

A. A hearing on an application shall be scheduled no earlier than twenty (20) days and no later than forty (40) days after the completed application is accepted for filing.

B. The hearing shall be conducted according to M.M.C. Section 6711 and these Regulations.

C. The hearing shall be conducted by a quorum of the Commission.

D. The hearing shall proceed in the following order:

1. Presentation of the staff report.

2. Presentation on behalf of applicant, including testimony of any affected parties and witnesses in support of the application.

3. Presentation on behalf of opponents, including testimony of any affected parties and witnesses in opposition to the application.

4. Rebuttal by applicant.

E. The burden of proof shall be on the applicant to demonstrate its case by a preponderance of the evidence.

F. All parties to the hearing may have assistance from an attorney or such other person as may be designated by the parties in presenting evidence or arguing their position.

G. In the event that either the park owner or the homeowner(s) should fail to appear at the hearing at the specified time and place, the Commission may hear and review such evidence

as may be presented and make such decisions as if both parties had been present.

H. All hearings shall be tape-recorded. Tapes shall be preserved for two (2) years.

I. Commissioners may ask questions of any witness at the end of that witnesses testimony if the need arises.

J. Formal rules of evidence or procedure which must be followed in court shall not apply to Commission proceedings except as follows:

1. Parties submitting documentary evidence shall execute a declaration under penalty of perjury that the matters set forth in the documents are true either to their personal knowledge or upon information and belief. If the document is a copy, the declaration shall include a statement that the document is a true copy of the original.

2. Witnesses shall be sworn and shall testify under penalty of perjury.

3. Each written statement used as evidence shall:

a) Be made under penalty of perjury.

b) Set forth the full name and current residence and business address and telephone number of the person making the statement.

K. Unless specifically requested by the Commission at a public meeting, no documentary evidence or written or oral argument shall be sent or made to the Commission or to any Commissioner by any party or member of the public after the conclusion of the hearing.

L. No Commissioner shall request or accept documentary evidence or written or oral argument from any party or member of the public after the conclusion of the hearing.

Section 31003. Continuance

The Commission may continue a hearing on its own motion or at the request of an applicant or affected party.

Section 31004. Decorum at Hearing

A. Hearings shall begin promptly. Late arrivals shall seat themselves quietly, without interrupting the proceedings.

B. Because the hearing must be tape recorded, and because members of the public wish to hear what is being said, all speakers (including Commissioners and staff) shall speak loudly and clearly so the record will be clear and the audience can hear. Those persons who cannot, for any reason, speak loudly and clearly may assign someone who can do so to make any oral presentation on their behalf.

C. There shall be no noise, whispering, outcries, audible expressions of approval or disapproval, or any other type of disruption by any person in the hearing room at any time during the hearing. Such disruptions are discourteous to all concerned and will not be tolerated. Offending parties shall be warned by the Chair. If disruptions continue, the Chair may remove offending parties in order to insure that the hearing may go forward without further disruption or delay.

D. There shall be no smoking at any time and no side conversations during the hearing in the hearing room, in the hallways outside the hearing room or in other rooms in the building where the hearing is held. Persons wishing to engage in these activities shall go outside the building.

E. All persons attending or participating in the hearing in any fashion shall treat others with the same courtesy and respect with which they expect to be treated.

F. Commissioners, parties and the audience shall not interrupt the presentation of a party or testimony of a witness.

G. Vulgar or offensive language and/or behavior shall not be tolerated.

H. The Chair shall enforce these regulations as is necessary and appropriate in order to insure a fair hearing to the participants and that the hearing is concluded without undue delay.

Section 31005. Decision of the Commission

A. The findings and conclusions of the Commission shall be written. The Commission may adopt a proposed resolution prepared by the Staff, may amend a proposed resolution and adopt it at the conclusion of the hearing, may direct staff to prepare a resolution consistent with the Commission's decision, or may prepare a resolution at the hearing.

B. The decision shall become final upon adoption of the resolution. The City Manager shall mail the applicant a copy of the decision.

Section 31006. Implementation of Change

A. Any increase in rent granted by the Commission shall be noticed by the park owner pursuant to state law. A rent reduction shall go into effect the next date that rent is due after the date of the Commission's final decision.

B. The City Manager shall note in the City's records for each space all adjustments in rent relating to that space and said shall be permanently maintained as a public record which shall reflect:

1. The initial base rent determination.

2. The date each increase or decrease was ordered by the Commission.

3. The date for implementation of increases or decreases ordered by the Commission.

4. The current maximum allowable rent.

CHAPTER 31

HEARINGS AND DECISIONS

310000. Scope of Regulations

The regulations contained in this Chapter apply to all hearings before and decisions of the Malibu Mobilehome Park Rent Stabilization Commission held pursuant to Malibu Municipal Code (M.M.C.) Chapter 5.16.

310001. Hearing Scheduling and Pre-Hearing Procedures

(a) Unless the City Manager has granted a continuance, a hearing on an application shall be scheduled no earlier than fifty (50) calendar days and no later than seventy calendar (70) days after the application is determined complete.

(b) No later than fifteen (15) calendar days prior to the hearing, the City Manager shall mail to the applicant and all affected parties a notice of the hearing on the application. The notice shall state:

(1) The date, time, and place of the hearing;

(2) A brief summary of the stated justification for the application; and

(3) That all submitted documents and materials as well as any report prepared by Staff will be available for public review prior to the hearing.

(c) The applicant shall post a copy of the notice of hearing in a conspicuous place on the affected property at least ten (10) calendar days prior to the hearing. If the applicant is a homeowner or group of homeowners, the affected park owner shall permit the applicant to so post the notice.

(d) No later than ten (10) calendar days prior to the hearing, all parties to the hearing shall submit to the Commission all documents, photographs, diagrams and any and all other documentary evidence that the respective parties wish the Commission to consider. Submission of such evidence to the Commission shall be directed to the City Clerk and shall be submitted under penalty of perjury. The City Clerk will endeavor to upload said evidence to the City's website for public review.

(e) Any documentary evidence or written materials not submitted by the applicable deadline shall not be considered by the Commission and shall be excluded from the record, unless the Commission determines, upon a showing of good cause, that admission of the material is necessary to ensure a fair hearing. In determining good cause, the Commission may consider factors including, but not limited to: (i) the reason for the delay; (ii) whether the information was previously unavailable despite reasonable diligence; (iii) the potential prejudice to any party; and (iv) whether a continuance or other remedy can cure any prejudice. Any material accepted after the deadline shall be identified on the record, and the Commission may grant a continuance or other appropriate relief to ensure fairness.

310002. Conduct of Hearing

(a) The hearing shall be conducted according to M.M.C. Sections 5.16.110 through 5.16.130 and these Regulations.

(b) The hearing shall be conducted by a quorum of the Commission with the Chair serving as presiding officer. In the absence of the Chair, the Vice Chair shall serve as the presiding officer.

(c) The hearing shall ordinarily proceed in the following order, unless the Chair determines that some other order of proceedings would better facilitate the hearing:

(d) The hearing shall proceed in the following order:

(1) Presentation of the staff report.

(2) Presentation by or on behalf of applicant, including testimony of any affected parties and witnesses in support of the application. The applicant shall be allotted up to 30 minutes to make the presentation.

(3) Presentation by or on behalf of opponents, including testimony of any affected parties and witnesses in opposition to the application. Opponents shall be allotted an equal amount of time as the applicant to make their presentation.

(4) Rebuttal by applicant. The applicant shall be allotted 10 minutes for rebuttal.

(5) Public participation. Any person interested in the hearing may attend and address the Commission. Each speaker shall be allocated 3 minutes.

(6) The Chair may for good cause adjust the foregoing time limits as necessary to ensure fairness and the orderly conduct of the hearing, including extending the time limits equally between the applicant and opponents.

(e) The burden of proof shall be on the applicant to demonstrate its case by a preponderance of the evidence.

(f) Commissioners may ask questions of any witness at the end of that witnesses testimony if the need arises.

(g) All parties to the hearing may have assistance from an attorney or such other person as may be designated by the parties in presenting evidence or arguing their position.

(h) In the event that either the park owner or the homeowner(s) should fail to appear at the hearing at the specified time and place, the Commission may hear and review such evidence as may be presented and make such decisions as if both parties had been present.

310003. Recordings; Hearing Decorum

(a) All hearings shall be recorded. Recordings shall be preserved in accordance with the City's record retention schedule. If litigation is filed, then recordings may not be destroyed before final resolution of the matter, including any appeals.

(b) Because the hearing must be recorded, and because members of the public wish to hear what is being said, all speakers (including Commissioners and staff) shall speak loudly and clearly so the record will be clear and the audience can hear. Those persons who cannot, for any reason, speak loudly and clearly may assign someone who can do so to make any oral presentation on their behalf.

(c) There shall be no noise, whispering, outcries, audible expressions of approval or disapproval, or any other type of disruption by any person in the hearing room at any time during the hearing. Such disruptions are discourteous to all concerned and are prohibited.

(d) There shall be no side conversations during the hearing in the hearing room. Persons wishing to engage in these activities shall go outside the hearing room.

(e) All persons attending or participating in the hearing in any fashion shall treat others with the same courtesy and respect with which they expect to be treated.

(f) Commissioners, parties and the audience shall not interrupt the presentation of a party or testimony of a witness recognized by the Chair except as necessary to enforce these regulations.

(g) The Chair shall have the authority to remove disruptive persons as follows:

(1) Any person engaging in disruptive conduct may be issued a warning by the Chair.

(2) If the conduct continues after a warning, the Chair may direct the removal of the offending individual from the hearing room.

(3) Removal shall be based on conduct that actually disrupts, delays, or materially interferes with the hearing, and not on the viewpoint or content of the person's speech.

(4) The use of profanity or offensive language and behavior is strongly discouraged, yet standing alone, will not be grounds for removal unless it results in actual disruption of the hearing.

(h) The Chair shall enforce these regulations as is necessary and appropriate to ensure a fair hearing to the participants and to ensure that the hearing is concluded without undue delay.

310004. Rules of Evidence

(a) Formal rules of evidence or procedure which must be followed in court shall not apply to Commission proceedings except as follows:

(1) Parties submitting documentary evidence shall execute a declaration under penalty of perjury that the matters set forth in the documents are true either to their personal knowledge or upon information and belief. If the document is a copy, the declaration shall include a statement that the document is a true copy of the original.

(2) Witnesses for the applicant(s) and opponent(s) shall be sworn and shall testify under penalty of perjury.

(3) Each written statement used as evidence shall:

(i) Be made under penalty of perjury.

(ii) Set forth the full name and current residence and business address and telephone number of the person making the statement.

(b) Unless specifically requested by the Commission at a public meeting, no documentary evidence or written or oral argument shall be accepted by a Commissioner, nor be sent or made to the Commission or to any Commissioner by any party or member of the public after the conclusion of the hearing.

310005. Continuances

(a) The Commission may continue a hearing on its own motion when necessary to ensure a fair hearing or a complete record or at the request of an applicant or affected party for good cause shown.

(b) Requests from an applicant or affected party must be submitted on a form prescribed by the City or, if no form is available, in writing. The request must state the reasons for the continuance, what efforts have been made to ascertain the position of other affected parties in relation to the requested continuance, and the desired alternative dates for the hearing. Requests for continuance should be submitted at the earliest possible date, and must be received by the City Manager at least seventy-two (72) hours prior to the scheduled hearing unless good cause is shown for a later request. The person submitting the request for continuance shall declare under penalty of perjury that all affected parties have been served with copies of the request.

(c) The Commission may continue the hearing to a date, time, and place certain announced at the hearing. If the Commission continues a hearing without announcing a date, time, and place certain on the record, the Commission shall direct staff to provide notice of the continued hearing in a manner reasonably calculated to ensure a fair hearing. Such notice shall provide sufficient time for the parties to prepare and respond, and shall be issued without unnecessary or excessive delay.

310006. Decisions of the Commission

(a) The findings and conclusions of the Commission shall be written. The Commission shall adopt a proposed resolution prepared by staff, amend the proposed resolution and adopt it at the conclusion of the hearing, or direct staff to prepare a resolution consistent

with the Commission's decision. If the Commission directs staff to prepare a resolution, the City Manager shall schedule a meeting of the Commission at the next earliest practicable time for consideration and action on the resolution.

(b) The decision shall become final upon adoption of the resolution. Within one (1) business day after adoption of the resolution, the City Manager shall mail a notice of the decision accompanied by a copy of the written decision, including the Commission's findings and conclusions, to all affected parties in the manner specified in paragraph (c). Affected parties includes the applicant(s), any persons or entities opposing the application, the applicable mobile home park owner(s), and any mobile home owner(s) and/or mobile home tenants whose rent or space rent may be impacted by the Commission's decision.

(c) The notice of decision shall include at least the following information: 1) the name(s) of the applicant(s); 2) the name(s) of any principal opponent(s) to the application; 3) a short summary of the relief the application sought; 4) a short summary of the Commission's decision; 5) identification of each Commissioner who participated in the decision, and how each Commissioner voted on the application; and 6) a short summary of how the decision affects the allowable rent or space rent.

(d) The decision shall be mailed by first-class mail, postage prepaid, including a copy of an affidavit or certificate of mailing. Pursuant to California Civil Code of Procedure 1094.6, the decision is final on the date it is mailed for purposes of determining a party's time to file a writ in superior court.

CHAPTER 31

HEARINGS AND DECISIONS

310001. ~~311.~~ Scope of Regulations

The regulations contained in this Chapter apply to all hearings before and decisions of the Malibu Mobilehome Park Rent Stabilization Commission held pursuant to Malibu Municipal Code (M.M.C. ~~Section 6700, et seq~~) Chapter 5.16.

310001. Hearing Scheduling and Pre-Hearing Procedures

~~312. Hearings~~

(a) ~~A. A~~Unless the City Manager has granted a continuance, a hearing on an application shall be scheduled no earlier than ~~twenty~~fifty (~~20~~50) calendar days and no later than ~~forty~~seventy calendar (~~40~~70) days after the ~~completed~~ application is ~~accepted for filing. The hearing shall be~~ determined complete.

(b) No later than fifteen (15) calendar days prior to the hearing, the City Manager shall mail to the applicant and all affected parties a notice of the hearing on the application. The notice shall state:

(1) The date, time, and place of the hearing;

(2) A brief summary of the stated justification for the application; and

(3) That all submitted documents and materials as well as any report prepared by Staff will be available for public review prior to the hearing.

(c) The applicant shall post a copy of the notice of hearing in a conspicuous place on the affected property at least ten (10) calendar days prior to the hearing. If the applicant is a homeowner or group of homeowners, the affected park owner shall permit the applicant to so post the notice.

(d) No later than ten (10) calendar days prior to the hearing, all parties to the hearing shall submit to the Commission all documents, photographs, diagrams and any and all other documentary evidence that the respective parties wish the Commission to consider. Submission of such evidence to the Commission shall be directed to the City Clerk and shall be submitted under penalty of perjury. The City Clerk will endeavor to upload said evidence to the City's website for public review.

(e) Any documentary evidence or written materials not submitted by the applicable deadline shall not be considered by the Commission and shall be excluded from the record, unless the Commission determines, upon a showing of good cause, that admission of the material is necessary to ensure a fair hearing. In determining good cause, the Commission may consider factors including, but not limited to: (i) the reason for the delay; (ii) whether the information was previously unavailable despite reasonable diligence; (iii) the potential

prejudice to any party; and (iv) whether a continuance or other remedy can cure any prejudice. Any material accepted after the deadline shall be identified on the record, and the Commission may grant a continuance or other appropriate relief to ensure fairness.

310002. Conduct of Hearing

(a) The hearing shall be conducted according to M.M.C. ~~Section 6711~~Sections 5.16.110 through 5.16.130 and these Regulations.

(b) ~~B.~~ The hearing shall be conducted by a quorum of the Commission~~.~~ with the Chair serving as presiding officer. In the absence of the Chair, the Vice Chair shall serve as the presiding officer.

(c) ~~C.~~ The hearing shall ordinarily proceed in the following order, unless the Chair determines that some other order of proceedings would better facilitate the hearing:

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(2) ~~2.~~ Presentation by or on behalf of applicant, including testimony of any affected parties and witnesses in support of the application. The applicant shall be allotted up to 30 minutes to make the presentation.

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(4) ~~4.~~ Rebuttal by applicant. The applicant shall be allotted 10 minutes for rebuttal.

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(6) The Chair may for good cause adjust the foregoing time limits as necessary to ensure fairness and the orderly conduct of the hearing, including extending the time limits equally between the applicant and opponents.

(e) ~~D.~~ The burden of proof shall be on the applicant to demonstrate its case by a preponderance of the evidence.

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(g) ~~E.~~ All parties to the hearing may have assistance from an attorney or such other person as may be designated by the parties in presenting evidence or arguing their position.

(h) ~~F.~~ In the event that either the park owner or the homeowner(s) should fail to appear at the hearing at the specified time and place, the Commission may hear and review such evidence as may be presented and make such decisions as if both parties had been present.

~~G. All hearings shall be tape recorded. Tapes shall be preserved for two (2) years.~~

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(c) There shall be no noise, whispering, outcries, audible expressions of approval or disapproval, or any other type of disruption by any person in the hearing room at any time during the hearing. Such disruptions are discourteous to all concerned and are prohibited.

(d) There shall be no side conversations during the hearing in the hearing room. Persons wishing to engage in these activities shall go outside the hearing room.

(e) All persons attending or participating in the hearing in any fashion shall treat others with the same courtesy and respect with which they expect to be treated.

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(2) ~~2.~~ Witnesses for the applicant(s) and opponent(s) shall be sworn and shall testify under penalty of perjury.

(3) ~~3.~~ Each written statement used as evidence shall:

(i) ~~a)~~ Be made under penalty of perjury.

(ii) ~~b)~~ Set forth the full name and current residence and business address and telephone number of the person making the statement.

(b) ~~J.~~ Unless specifically requested by the Commission at a public meeting, no documentary evidence or written or oral argument shall be accepted by a Commissioner, nor be sent or made to the Commission or to any Commissioner by any party or member of the public after the conclusion of the hearing.

~~K. No Commissioner shall request or accept documentary evidence or written or oral argument from any party or member of the public after the conclusion of the hearing.~~

310005. ~~313. Continuance~~Continuances

(a) ~~A.~~ The Commission may continue a hearing on its own motion when necessary to ensure a fair hearing or a complete record or at the request of an applicant or affected party for good cause shown.

(b) Requests from an applicant or affected party must be submitted on a form prescribed by the City or, if no form is available, in writing. The request must state the reasons for the continuance, what efforts have been made to ascertain the position of other affected parties in relation to the requested continuance, and the desired alternative dates for the hearing. Requests for continuance should be submitted at the earliest possible date, and must be received by the City Manager at least seventy-two (72) hours prior to the

scheduled hearing unless good cause is shown for a later request. The person submitting the request for continuance shall declare under penalty of perjury that all affected parties have been served with copies of the request.

(c) The Commission may continue the hearing to a date, time, and place certain announced at the hearing. If the Commission continues a hearing without announcing a date, time, and place certain on the record, the Commission shall direct staff to provide notice of the continued hearing in a manner reasonably calculated to ensure a fair hearing. Such notice shall provide sufficient time for the parties to prepare and respond, and shall be issued without unnecessary or excessive delay.

~~314. Decorum at Hearing~~

~~A. Hearings shall begin promptly. Late arrivals shall seat themselves quietly, without interrupting proceedings.~~

~~B. Because the hearing must be tape recorded, and because members of the public wish to hear what is being said, all speakers (including Commissioners and staff) shall speak loudly and clearly so the record will be clear and the audience can hear. Those persons who cannot, for any reason, speak loudly and clearly may assign someone who can do so to make any oral presentation on their behalf.~~

~~C. There shall be no noise, whispering, outeries, audible expressions of approval or disapproval, or any other type of disruption by any person in the hearing room at any time during the hearing. Such disruptions are discourteous to all concerned and will not be tolerated. Offending parties shall be warned by the Chair. If disruptions continue, the Chair may remove offending parties in order to insure that the hearing may go forward without further disruption or delay.~~

~~D. There shall be no smoking at any time and no side conversations during the hearing in the hearing room, in the hallways outside the hearing room or in other rooms in the building where the hearing is held. Persons wishing to engage in these activities shall go outside the building.~~

~~E. All persons attending or participating in the hearing in any fashion shall treat others with the same courtesy and respect with which they expect to be treated.~~

~~F. Commissioners, parties and the audience shall not interrupt the presentation of a party or testimony of a~~

~~G. Vulgar or offensive language and/or behavior shall not be tolerated~~

~~H. The Chair shall enforce these regulations as is necessary and appropriate in order to insure a fair hearing to the participants and that the hearing is concluded without undue delay.~~

310006. ~~315.~~ Decisions of the Commission

(a) ~~A.~~ The findings and conclusions of the Commission shall be written. The Commission ~~may~~shall adopt a proposed resolution prepared by ~~the Staff, may~~staff, amend

athe proposed resolution and adopt it at the conclusion of the hearing, mayor direct staff to prepare a resolution consistent with the Commission'sCommission's decision, or may. If the Commission directs staff to prepare a resolution at the hearing, the City Manager shall schedule a meeting of the Commission at the next earliest practicable time for consideration and action on the resolution.

(b) B. The decision shall become final upon adoption of the resolution. TheWithin one (1) business day after adoption of the resolution, the City Manager shall mail a notice of the applicantdecision accompanied by a copy of the written decision, including the Commission's findings and conclusions, to all affected parties in the manner specified in paragraph (c). Affected parties includes the applicant(s), any persons or entities opposing the application, the applicable mobile home park owner(s), and any mobile home owner(s) and/or mobile home tenants whose rent or space rent may be impacted by the Commission's decision.

(c) The notice of decision shall include at least the following information: 1) the name(s) of the applicant(s); 2) the name(s) of any principal opponent(s) to the application; 3) a short summary of the relief the application sought; 4) a short summary of the Commission's decision; 5) identification of each Commissioner who participated in the decision, and how each Commissioner voted on the application; and 6) a short summary of how the decision affects the allowable rent or space rent.

(d) The decision shall be mailed by first-class mail, postage prepaid, including a copy of an affidavit or certificate of mailing. Pursuant to California Civil Code of Procedure 1094.6, the decision is final on the date it is mailed for purposes of determining a party's time to file a writ in superior court.

316. Implementation of Change

A. Any increase in rent granted by the Commission shall be noticed by the park owner pursuant to state law. A rent reduction shall go into effect the next date that rent is due after the date of the Commission's final decision.

B. The City Manager shall note in the City's records for each space all adjustments in rent relating to that space and said shall be permanently maintained as a public record which shall reflect:

1. The initial base rent determination.

2. The date each increase or decrease was ordered by the Commission.

3. The date for implementation of increases or decreases ordered by the Commission.

4. The current maximum allowable rent.

Summary report: Litera Compare for Word 11.10.1.2 Document comparison done on 4/8/2026 2:05:31 PM	
Style name: Default Style	
Intelligent Table Comparison: Active	
Original DMS: iw://bbklaw-mobility.imanage.work/IMANAGE/44882227/1	
Modified DMS: iw://bbklaw-mobility.imanage.work/IMANAGE/44882150/2	
Changes:	
Add	125
~~Delete~~	85
~~Move From~~	0
Move To	0
Table Insert	0
~~Table Delete~~	0
Table moves to	0
~~Table moves from~~	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
Total Changes:	210

Mobilehome Park Rent Adjustment Application

WRITTEN STATEMENT
DECLARATION UNDER PENALTY OF PERJURY

I, _____, declare as follows:

1. I am an ☐ Applicant ☐ Homeowner ☐ Authorized Representative for Applicant or Homeowner ☐ Other: _____, submitting a written statement in connection with the mobilehome park rent adjustment application dated _____.
2. I have reviewed the foregoing statement.
3. The matters set forth in the statement are true and correct of my own personal knowledge or upon information and belief.
4. I understand that I must promptly correct or supplement my statement if I become aware of any material error or omission before final action in this matter.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____**,** 20___, at _____, California.

Signature: _____

Printed Name: _____

Title / Capacity (e.g. park manager, legal representative, other authorized representative) (if applicable):

_____

Current Residence Address:

_____

Current Business Address (if applicable):

_____

Telephone Number: _____

Mobilehome Park Rent Adjustment Application

DOCUMENTARY EVIDENCE
VERIFICATION UNDER PENALTY OF PERJURY

I, _____, declare as follows:

1. I am a ☐ Park Owner ☐ Homeowner ☐ Authorized Representative for Park Owner or Homeowner ☐ Other: _____, submitting documents in connection with the mobilehome park rent adjustment application dated _____.
2. I have reviewed the documents.
3. The documents submitted with this filing are true and correct copies of the original.
4. I understand that I must promptly correct or supplement this submission if I become aware of any material error or omission before final action in this matter.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on _____**,** 20___, at _____, California.

Signature: _____

Printed Name: _____

Title / Capacity (e.g. park manager, legal representative, other authorized representative) (if applicable):

_____

Current Residence Address:

_____

Current Business Address (if applicable):

_____

Telephone Number: _____