



**CITY OF PICO RIVERA  
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT  
6615 PASSONS BOULEVARD  
PICO RIVERA, CALIFORNIA 90660**

**PASS-THROUGH CAPITAL IMPROVEMENT COST APPLICATION FOR  
CITY OF PICO RIVERA MOBILEHOME RENT STABILIZATION AND MOBILEHOME OWNER PROTECTIONS**

The Mobilehome Rent Stabilization and Mobilehome Owner Protections Ordinance allows for a maximum rent increase during any 12-month period of no more than three percent (3%), this is inclusive of the regularly approved Consumer Price Index (CPI) rent adjustment. Under Section 9.48.060 (E) of the ordinance, a mobilehome park owner may recover up to fifty percent (50%) of the costs related to any capital improvement if the capital improvement is for the primary benefit, use, and enjoyment of Mobilehome Owners, cost-factored, and amortized over a useful life of at least five (5) years, and permanently fixed in place or relatively immobile and appropriate to the use of the Mobilehome Park.

If you have any questions regarding the Pass-Through Capital Improvement Cost Recovery process, please contact Alex Lawrence and Tara Matthews either via email at [alawrence@webrsq.com](mailto:alawrence@webrsq.com) and [tmatthews@webrsq.com](mailto:tmatthews@webrsq.com) or by phone at (714)-316-2104 and (714) 316-2111, respectively.

Ordinance Section 9.48.060 (E) Details the Application Submission Procedure:

- A mobilehome park owner must submit an application containing the following for recovery of pass-through capital improvement costs, on a form approved by the Department, within one hundred twenty (120) days of completion of the capital improvement.
  - A description of the completed capital improvement;
  - A copy of all estimates, contracts, bills, invoices, canceled checks, and other documentation reasonably necessary to establish the cost of the capital improvement and the cost of financing the capital improvement;
  - The proposed amortization period to be used based on the Department's procedures and guidelines, if the period differs from one hundred twenty (120) months;
  - A list of mobilehome owners that will be affected by or benefit from the capital improvement;
  - The formula used to calculate the pro rata share of each owner; Improvement; and
  - The monthly cost to each affected or benefiting mobilehome.
  - The commencement and completion dates of the capital improvement
  - Such other information as the Department may request.
- Within five (5) calendar days after submission of a mobilehome park owner's application with the Department, the mobilehome park owner shall serve each affected mobilehome owner with a notice, including the following, of said application via personal service or certified mail return receipt requested.

- copies of the mobilehome park owner's application and the projected monthly capital improvement cost to be passed through to each mobilehome owner.
- a statement that all documentation supporting the application can be reviewed at the mobilehome park's office during regular business hours.
- Within ten (10) calendar days after submission of a mobilehome park owner's application, the mobilehome park owner shall file with the Department a proof of service, on a form approved by the department, signed under penalty of perjury, stating that a copy of the notice of application was served upon the affected mobilehome owners.
- Mobilehome park owners, at their expense, shall make available for examination within ten (10) business days of the written request of any mobilehome owner copies of bills for property taxes, any government-required service charges, copies of insurance policies, and records of insurance payments, and the books and records of the mobilehome park owner relating to costs of the Capital Improvements to verify any increases or decreases sought by the mobilehome park owner under this Section.
- During reasonable business hours, the Department shall be permitted by a mobilehome park owner to visit the mobilehome park and confirm the capital improvement was completed and that the capital improvement cost amount is justified.
- The mobilehome park owner is responsible for the capital improvement and confirming that it is in compliance with all federal, State, or local laws.
- The Department may approve an application for recovery of a capital improvement cost if the Department determines the capital improvement cost is reasonable based on the prevailing cost of such improvements, considering the following and any other factors set forth in its procedures and guidelines:
  - The unique features of the mobilehome park affecting the cost;
  - That the cost incurred was necessary and appropriate to complete the capital improvement;
  - Whether the work was necessary to bring the mobilehome park into compliance or maintain compliance with City Code requirements affecting health and safety; and
  - Any supplemental information provided by the mobilehome owner to the Department in support of or in opposition to the mobilehome park owner's application.
  - The proposed amortization of the capital improvement and all other aspects of the application complies with the provisions of this Chapter and the Department's procedures and guidelines.
- Fees and costs incurred by a mobilehome park owner to prepare, file, or pursue an application pursuant to this Section may not be passed on to mobilehome owners. Such fees and costs include but are not limited to, attorney fees and other similar professional services costs.

**CAPITAL IMPROVEMENT APPLICATION FOR RECOVERY OF PASS-THROUGH CAPITAL IMPROVEMENT COSTS**

**City of Pico Rivera,  
Ordinance No. 1153, Section 9.48.060 (E)**

Park Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Park Address: \_\_\_\_\_

Park Owner(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Park Representative(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Park Attorney(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

# of spaces in park: \_\_\_\_\_ # spaces affected by proposed increase: \_\_\_\_\_

Year the Park Opened: \_\_\_\_\_ Year Current Ownership Originated: \_\_\_\_\_

(Please indicate the number of spaces in park occupied by:)

Triple-Wides \_\_\_\_\_ Double-Wides \_\_\_\_\_ Single-Wides \_\_\_\_\_ Travel Trailers \_\_\_\_\_

Briefly describe the park. Include services that are provided within the current rent at no additional charge to the park residents, such as utilities, including trash, sewer, and cable TV. (Attach additional pages if more space is needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly explain the capital improvement completed. Provide copies of all estimates, contracts, bills, invoices, cancelled checks, or other documentation reasonably necessary to establish the cost of the Capital Improvement and the cost of financing improvements. (Attach additional pages if needed.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Proposed amortization period if period differs from one hundred and twenty (120) months.

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Please describe the formula used to calculate the pro rata share of each Mobilehome Owner.

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Provide any other information you wish the Board to consider. (Attach additional pages if more space is needed.)

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**OWNER'S AFFIDAVIT**

State of California  
County of Los Angeles  
City of Pico Rivera

I (We,) \_\_\_\_\_  
(please type or print name(s) clearly)

being duly sworn, depose and say that I (we) am (are): the (owner(s) or the authorized representative(s) of the owner(s)) of said park involved in this capital improvement rent increase request and that the foregoing statements or answers contained herein and the information submitted herewith are in all aspects true and correct to the best of my (our) knowledge and belief.

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Signed:

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
City, State, Zip:

\_\_\_\_\_  
Telephone:

\_\_\_\_\_  
Telephone:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Notary Public

## **EXHIBIT A: PROOF OF SERVICE AFFIDAVIT**

The form on the next page is provided for the purposes of fulfilling Section 9.48.060 (E) of the Ordinance listed below. It is to be submitted **after** both the capital improvement application has been submitted and all mobilehome owners have been notified of the application. All park residents listed in the application need to be notified within five (5) days of the application's submission, and the proof of that notification must be submitted to the City within ten (10) days of the application's submission. Should you have any questions please contact Alex Lawrence or Tara Matthews either via email at [alawrence@webrsg.com](mailto:alawrence@webrsg.com) and [tmatthews@webrsg.com](mailto:tmatthews@webrsg.com) or by phone at (714)-316-2104 and (714) 316-2111, respectively.



**PROOF OF SERVICE AFFIDAVIT**

State of California  
County of Los Angeles  
City of Pico Rivera

I (We,) \_\_\_\_\_  
(please type or print name(s) clearly)

being duly sworn, depose and say that I (we) am (are): the (owner(s) or the authorized representative(s) of the owner(s)) of the said park involved in this capital improvement rent increase request, submitted on the \_\_\_ of \_\_\_\_\_, 20\_\_\_, have served a notice within five (5) days of submitting a capital improvement pass-through application to all mobilehome owners listed as potentially affected in the application, which includes a copy of the submitted capital improvement pass-through application, the projected monthly capital improvement cost that is to be passed through to all mobilehome spaces, and a statement that all documentation supporting the application may be reviewed at the mobilehome park office during regular business hours. Submission of this Proof of Service within (10) calendar days after the submission of the capital improvement pass-through application is to satisfy sections 9.48.060 (E) of Ordinance 1153, Mobilehome Rent Stabilization and Mobile Homeowners Protections.

\_\_\_\_\_  
Signed:Signed:

\_\_\_\_\_  
Mailing Address:Mailing Address:

\_\_\_\_\_  
City, State, Zip:City, State, Zip:

\_\_\_\_\_  
Telephone:Telephone:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Notary Public